



**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](#)

Meeting ID: 274 352 813 108 Passcode: kb9HHw  
Or call in (audio only) [+1 616-803-9815,,48101587#](#) United States, Grand Rapids  
Phone Conference ID: 481 015 87#

**Monday, February 27, 2023 • 8:30 a.m. – 10:00 a.m.**

### **AGENDA**

1. Call to Order and Introductions
2. Public Comment – Agenda Items
3. Approval of the October 24, 2022 Minutes **Action Required**
4. 2023 Governing Board Election of Chair and Vice-Chairperson **Action Required**  
*Tawanna Wright, Staff Attorney*
5. Report on Financial Activities
  - a. Presentation of the Audited Financial Statements **Action Required**  
*Nathan C. Lipton, CPA, Wipfli LLP*
  - b. ACSET Financial Report - Notes to January 2023 Board Financials **Information Item**  
*Bob Perkins, Chief Financial Officer*
  - c. Proposed FYE 2023 Budget Modification *(roll call: 75% affirmative vote of members present)* **Action Required**  
*Bob Perkins*
  - d. Renewal of Line of Credit **Action Required**  
*Bob Perkins*
6. WDB Service Summary Dashboard and Solutions Driven Updates **Information Item**  
*Angie Barksdale, Chief Operating Officer*
7. 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**
  - d. ACSET Diversity, Equity and Inclusion Policy **Action Required**
8. Other Business **Information Item**  
*Jacob Maas, Chief Executive Officer*
  - a. Governing Board Orientation and Service Center Visits
  - b. Essential Service Awards
9. Public Comment
10. Adjournment

**Next Scheduled Governing Board Meeting: Monday, April 24, 2023**



**Governing Board Meeting**  
**Westside Service Center**  
**215 Straight Ave. N.W. Grand Rapids, MI 49504**  
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[Click here to join the meeting](#)  
 Or call in (audio only) [+1 616-803-9815,,658773552#](#)  
**United States, Grand Rapids**  
**Phone Conference ID: 658 773 552# [Find a local number](#)**  
**Monday, October 24, 2022 ▪ 8:30 a.m. – 10:00 a.m.**

## MINUTES

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

**Governing Board Members Absent:** De Young, Geiger

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

**Guests Present:**

1. Call to Order by Commissioner Storey at 8:34 a.m.
2. Public Comment- None.
3. Approval of the August 22, 2022 Minutes **Action Required**

**Motion – Com. Tiejema**  
**Second – Com. LaGrand**  
**Item Approved by Vote – All 12 members present voted affirmatively. Motion carried.**
4. Introduction of Marketing & Communications Director – Malinda Powers **Information Item**  
 Malinda Powers introduced herself to the board.
5. 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 two months ending August 31, 2022. Discussion took place and staff answered board members' questions.
6. 2023 Meeting Calendars **Action Required**  
 Jacob Maas, Chief Executive Officer, presented the board with the 2023 meeting schedule and requested approval. Brief discussion took place and staff answered board members' questions.
 

**Motion – Com. LaGrand**  
**Second – Com. Kallman**  
**Item Approved by Vote – All 12 members present voted affirmatively. Motion carried.**
7. Workforce Development Board (WDB) Activities
  - a. WDB Term of Office Applications: **Action Required**  
 November 1, 2021 – October 31, 2023 *(75% affirmative vote of members present)*  
 Jacob Maas, Chief Executive Officer, reported that in June 2022, the WDB had two vacant seats on the board for the term of office ending October 31, 2023. The vacant business seat was previously

filled by Becky Herrington who recently retired from Perrigo. Kolene Miller, Global Diversity Officer & Global Talent Acquisition Strategy Director with Perrigo has applied to fill this vacant seat. The second vacancy was for the Higher Education seat, previously filled by Dr. Bill Pink, former President of Grand Rapids Community College. GRCC is in the process of selecting his successor, therefore, staff recommend keeping this seat vacant until the position is filled. Jacob reported that on September 19, 2022, the Executive Leadership Committee (EC) of the WDB supported the recommendation. Jacob requested Governing Board approval to appoint Kolene Miller to serve on the WDB with the term of office ending October 31, 2023, and to await filling the Higher Education seat until further notice. Discussion took place and staff answered board members' questions.

**Motion – Com. Womack**

**Second – Com. LaGrand**

**Roll call vote taken: 12 of 14 members present.**

**Yays: Com. Storey, Tiejema, Kallman, LaGrand, Womack, Baker, Scolnik, Fenske, Garcia, Lenear, Reppart**

**Nays: Com. Pego**

**Item Approved by 11 to 1 Vote – Motion carried.**

**b. WDB Term of Office Applications: Action Required**

November 1, 2022 – October 31, 2024 (*75% affirmative vote of members present*)

Jacob Maas, reported that in addition to the vacancies, the WDB also had seventeen (17) board members' whose term of office expire on October 31, 2022. Jacob noted that Norm Brady retired and Dave Smith stepped down from his service on the WDB. Staff collected a total of 16 applications for the term of office beginning November 1, 2022 and ending October 31, 2024. Jacob reported that on September 19, 2022, the EC of the WDB supported the recommendations and slate of members as presented in the packet. Discussion took place and staff answered board members' questions.

**Motion – Com. Lenear**

**Second – Com. Womack**

**Roll call vote taken: 12 of 14 members present.**

**Yays: Com. Storey, Tiejema, Kallman, LaGrand, Womack, Baker, Scolnik, Fenske, Garcia, Lenear, Reppart**

**Nays: Com. Pego**

**Item Approved by 11 to 1 Vote – Motion carried.**

**8. Report on Administrative Activities Information Item**

**a. ACSET Personnel Actions Report**

Laura Krist, Human Resource Director, reported that there have been thirteen (13) appointments, eight (8) separations, and four (4) promotions.

**b. ACSET Operations Staffing**

Laura Krist reported that ACSET currently has 203 out of 233 positions filled.

**c. Update to Staffing Chart**

**Action Required**

Laura Krist reported that after reviewing the current staffing chart and assessing the needs of various programs and departments across the region, staff have determined that adding two (2) career navigators to the current staffing chart is necessary. The career navigators are frontline staff members who assist the job seekers entering the service center. Laura requested Governing Board approval to add these positions to the staffing chart. Discussion took place and staff answered board members' questions.

**Motion – Com. Tiejema**

**Second – Com. Baker**

**Item Approved by Vote – 11 out of 12 members present voted affirmatively. Motion carried.**

**Nays: Com. Pego**

9. WDB Service Summary Dashboard and Solutions Driven Updates

**Information Item**

a. Service Summary Dashboard:

Angie Barksdale, Chief Operating Officer, reviewed the Service Summary, for October 1, 2021 through August 31, 2022, with board members. Angie reviewed the Management Observations and Highlights which included information on: Service Center Traffic, Employers Served, Jobs Filled By Industry, Going Pro Talent Fund (GPTF), Hiring Events, Retention Solutions and WorkReady Certificates Earned. Next, Angie informed the board that Strategic Alignment and Indicator Descriptions are being provided to inform the board about the impact of services provided through the workforce development program. They represent the implementation of goals as outlined in the Strategic Plan. Narratives for each of the following are outlined in the Service Summary: 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:

Going forward, summaries of each initiative highlighted under solutions-driven updates will also include a notation identifying its alignment with strategic plan goals. These “alignment indicators” are ***Diversity and Inclusion, Enhanced Relationships, and Pipeline Development***

**Grants-New**

i. Second Act Grant

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. Amy reported that funds will be awarded before the end of the year. Angie answered board members’ questions.

***Diversity and Inclusion***

ii. 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. Angie reviewed the proposed recommendations. WMW hosted a FY 2023 virtual information session for employers on September 22 with 490 registrants. Staff have started to schedule appointments to meet with employers interested in applying for funding. ***Enhanced Relationships, Pipeline Development***

### Grants/Funding Opportunities – 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.

- iii. Talent Pathways Program  
Information provided in board packet. ***Pipeline Development, Diversity and Inclusion***
- iv. Grand Rapids Community College's One Workforce Grant  
Information provided in board packet. ***Enhanced Relationships, Pipeline Development***
- v. Michigan Learning and Education Advancement Program (MiLEAP)  
Information provided in board packet. ***Enhanced Relationships, Pipeline Development***
- vi. Michigan Rural Enhanced Access to Careers in Healthcare (MiREACH)  
Information provided in board packet. ***Enhanced Relationships, Pipeline Development***
- vii. State Apprenticeship Expansion (SAE) – West Michigan Works!  
Information provided in board packet. ***Enhanced Relationships, Pipeline Development***
- viii. State Apprenticeship Expansion (SAE) – Michigan Energy Workforce Development Consortium (MEWDC)  
Information provided in board packet. ***Enhanced Relationships, Pipeline Development***

### Industry Talent Council (ITC) Initiatives

Angie reported there are several ITC updates. The ITCs are actively planning for the upcoming year. Angie reported that there are a variety of ways to stay connected to the innovative work taking place under each of the WMW Industry Talent Councils (ITC). Each council has expanded its outreach with dedicated LinkedIn accounts and bimonthly newsletters. The increased online presence will allow each ITC to provide employers and partners in each industry with pertinent information such as industry workforce trends, council initiatives, and expansion of networks to participate in future projects. Angie reviewed that the electronic copy of the packet has all the ITC's websites hyperlinked for accessing additional information. Enhanced Relationships, Pipeline Development.

- i. Agribusiness Talent Council of West Michigan (ATC):  
Angie reported that the ATC has received a pre-approval and anticipates being awarded a MDARD Specialty Crop Grant. If awarded, the grant will provide funding for over \$80,000 of food safety and leadership training and cover the production cost for 5 videos to market high-skill, in-demand career opportunities.
- ii. Construction Careers Council (CCC):  
Angie reported that the CCC has activities planned throughout the month of October to celebrate Careers in Construction Month. Angie reviewed the activities as provided in the packet.
- iii. Discover Manufacturing (DM):  
Angie reported that DM is gearing up for the in-person Discover Manufacturing Week with activities during the week of November 7-11. Schools and employers can register via the DM website. DM is also looking to expand its scholarship program and create a directory of manufacturers with formal tuition reimbursement programs as a guide for job seekers and students.
- iv. West Michigan Health Careers Council (WMHCC):  
Angie reported that the council completed strategic planning in August 2022 and has been discussing various projects and initiatives to begin implementing.

- v. [West Michigan Tech Talent](#) (WMTT):  
Angie Barksdale reported that the council is gearing up for its annual Mi{Code} Experience. Any educators interested in being added to the pre-registration interest list should email [westmichigantechtalent@westmiworks.org](mailto:westmichigantechtalent@westmiworks.org).

## Programs

- i. [Ascend Youth Programming](#)  
Information provided in board packet. ***Pipeline Development, Diversity and Inclusion***
- ii. [MiCareerQuest](#):  
Angie Barksdale reported that the event is scheduled to take place in-person on May 24, 2023. The steering team is actively looking for volunteers, and the Industry Council Leads are working on planning with their employer champions. Additional information on the event can be found at [www.micareerquest.org](http://www.micareerquest.org). ***Pipeline Development***
- iii. [HireReach](#):  
Angie Barksdale reported that HireReach is excited to partner with Kalamazoo to deliver a hosted academy to area employers this fall. Additional information is provided in the board packet. ***Diversity and Inclusion***
- iv. [Retention Solutions Network \(RSN\)](#):  
Information provided in packet. ***Enhanced Relationships, Diversity and Inclusion***
- v. [Learn, Earn and Provide \(LEAP\) Pilot](#):  
Information provided in packet. ***Pipeline Development, Diversity and Inclusion***
- vi. [Clean Slate](#):  
The Clean Slate law makes it possible for people to petition for an expungement. 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. Due to limited resources and the prospect of automatic expungements scheduled to begin in April 2023, WMW has decided to focus its remaining Clean Slate funding on providing legal consultations to assess expungement eligibility and advising on options and resources to prepare jobseekers for April. A brief discussion took place about expungement fairs and other partnerships occurring. Angie answered board members' questions.
- vii. [West Michigan Works! Registered Apprenticeship \(RA\) Programs](#):  
Angie Barksdale reported that National Apprenticeship Week will be taking place November 14-20. The team has been featured in interviews on Wood Radio and Fox 17 television and are participating in an article for The Lakeshore West Michigan, regarding the Ambassador designation and the benefits of Apprenticeship in non-traditional industries. Angie further reported that WMW has seen an increase in requests for presentations and recently presented at the Michigan Works! Association (MWA) annual conference on the critical role of being an intermediary. At the end of October, staff will be presenting at the MI Career Placement Association Annual Conference and are working with several Intermediate School Districts (ISDs) to present to students across West Michigan. With all of these experiences, staff will collate these into a social media campaign to coincide with National Apprenticeship Week to promote the recent expansion and innovation of RA programs throughout West Michigan. ***Pipeline Development***

## Initiatives

- i. Career Guides:  
Information provided in packet. **Pipeline Development**
- ii. Assessment Services:  
Angie Barksdale reported that WMW has resumed GED testing at the Barry County Service Center, and approval is moving forward for testing in Ottawa and Ionia counties and should be available beginning in 2023. Angie answered board members' questions.
- iii. Talent Survey:  
Information provided in packet.
- iv. Grow with Google:  
Information provided in packet. **Pipeline Development**
- v. Service Center Updates:  
Information provided in packet.

Commissioner Storey asked if WMW is tracking the usefulness or success of retention bonuses as new employee incentives. Angie Barksdale reported that WMW is not conducting any formal tracking but has noticed some successful trends in offering sign-on bonuses and flexible shifts in the manufacturing industry.

### 10. Wagner-Peyser (WP) Proposed Rule Update

#### Information Item

Jacob Maas, Chief Executive Officer, reported that there is not much to update on the newly proposed WP proposed rule and likely will not receive any decision from the Department of Labor (DOL) until the first quarter of 2023. Jacob reported that DOL reached out to the state of Missouri asking clarifying questions on transition costs and timelines. Jacob reviewed that the proposed rule would have a devastating impact on the structure and delivery of workforce services in Michigan. The proposed rule would require staff that are funded by WP, be state-merit employees. WMW staff are local-merit employees, and this would affect how services are delivered directly. Jacob reviewed how this funding is the most flexible in that individuals entering the service center do not have to meet many specific requirements in order to receive assistance. This funding helps with infrastructure funding of service centers across the region, and there are approximately fifty staff members that use WP funding. Jacob reviewed that as of June 2022, there were over 1,000 public comments submitted in response to the proposed rule, with a majority of those comments opposing the proposed rule change. Jacob thanked board members for signing on to the opposition and those who provided public comments. There was full bi-partisan support from legislators. To date, there has been no communication or clarifying questions from USDOL to Michigan since the public comment period closed. Discussion took place and Jacob answered board members' questions.

### 11. Other Business

#### Information Item

#### a. December 12, 2022 Board Meeting

Jacob Maas asked if members would like to consider cancelling the December 12, 2022 Governing Board meeting that is scheduled to take place at 11:00 a.m. Jacob reported that staff do not plan to have any action items with the exception of the October meeting minutes, which could be tabled until 2023. As a reminder, Governing Board members are invited to the Annual Workforce Development Board meeting which is scheduled to begin at 11:30 a.m. Discussion took place. Members agreed to take a vote for cancelling the meeting and to table the October 24, 2022, meeting minutes until the next Governing Board meeting scheduled for February 27, 2023.

**Motion – Com. Lenear**

**Second – Com. LaGrand**

**Item Approved by Vote – All 12 members present voted affirmatively. Motion carried.**

12. Public Comment- None.

13. Adjournment at 9:30 a.m. by Vice-Chairperson Storey.

**Motion – Com. Kallman**

**Second – Com. Tiejema**

**Item Approved by Vote – All 12 members present voted affirmatively. Motion carried.**

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



**ADMINISTRATIVE OFFICE**

Area Community Services  
Employment & Training Council  
215 Straight Ave NW  
Grand Rapids, MI 49504  
(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:** West Michigan Works! Staff

**DATE:** February 27, 2023

**RE:** ACSET Governing Board Election of Chair and Vice-Chair

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Pursuant to the 4<sup>th</sup> Amended Interlocal Agreement between the Counties of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, Ottawa, and the City of Grand Rapids, it is time for a Chairperson and Vice-Chairperson of the ACSET Governing Board to be elected. The newly elected officers shall begin their duties at the February 27 meeting immediately following the election. The Interlocal Agreement provides as follows:

The Governing Board shall have a Chairperson and Vice-Chairperson, which officers shall be elected annually by members of the Governing Board; provided, that the Chairperson shall be elected from among the representatives of one of the Public Agencies in the following annual rotation: Allegan County, Barry County, Ionia County, Kent County, Montcalm County, Muskegon County, Ottawa County, and the City of Grand Rapids. The Public Agency from which the Chairperson shall be elected for the first calendar year following the effective date of this Interlocal Agreement shall be chosen by lot, and the Vice-Chairperson shall be chosen from among the representatives of the next Public Agency in the above rotation.

- a. Chairperson. The Chairperson shall preside at all the meetings of the Governing Board.
- b. Vice-Chairperson. The Vice-Chairperson shall perform the duties and exercise the power of the Chairperson in the absence or disability of the Chairperson.

Based on the above rotation listed in the Interlocal Agreement, it is Allegan County's turn to serve as Chairperson of the Board for 2023. The names of the two representatives from the Allegan County Board of Commissioners (Commissioners Jim Storey and Mark De Young) who will be serving on the 2023 ACSET Governing Board will be considered for Chairperson unless the representative wishes to be removed from consideration. As far as voting is concerned and assuming there is more than one candidate for the office of Chairperson, the members of the Governing Board can decide if they prefer to vote by (1) a show of hands for each

candidate; (2) a roll call vote; or (3) by any other way the member's vote is made known to the public, e.g., a ballot but not a secret ballot. If the ballot method is selected, then each voting member must place his or her own name on the ballot, and then the member's name along with his or her selected candidate can be read aloud at the meeting or if the member's name is not read aloud at the meeting, then the member's selected candidate along with each voting member's name will be recorded in the official minutes of the meeting for any interested member of the public to see. If there is only one candidate for the office of Chairperson, then action (i.e., nomination\*, and a vote of yeas and nays) would be required by the members to officially elect the representative as Chairperson.

Regarding the office of Vice-Chairperson, the next listed public agency in the above rotation is Barry County. Being the only representative from the Barry County Board of Commissioners, Commissioner David Hatfield will be considered for Vice-Chairperson of the ACSET Governing Board unless he wishes to be removed from consideration. Assuming Commissioner Hatfield does not wish to remove his name, then action (i.e., nomination\*, and a vote of yeas and nays) would be required by the members to officially elect Commissioner Hatfield as the Vice-Chairperson.

\*Robert's Rules of Order state that it is *customary* to nominate one or more candidates before proceeding to an election to fill an office (unless the election is by ballot or roll call).



## **ACSET GOVERNING BOARD MEMBERS**

**January 2023 – December 2023**

ACSET shall be governed by a 14 Member Governing Board, which shall consist of:

<b>Public Agency</b>	<b>ACSET Governing Board Member</b>	<b>Member</b>
<b>Allegan Co.</b>	County Board Chair or Designee	Jim Storey (Chair)
	County Board Member	Mark De Young (Member)
<b>Barry County</b>	County Board Chair or Designee	David Hatfield (Designee)
<b>Ionia County</b>	County Board Chair or Designee	Larry Tiejema (Designee)
<b>Kent County</b>	County Board Chair or Designee	Tony Baker (Member)
	County Board Member	Matt Kallman (Designee)
	County Board Member	Melissa LaGrand (Member)
<b>Montcalm Co.</b>	County Board Chair or Designee	Ron Baker (Designee)
<b>Muskegon Co.</b>	County Board Chair or Designee	Darrell L. Paige (Designee)
	County Board Member	Kim Cyr (Member)
<b>Ottawa Co.</b>	County Board Chair or Designee	Joe Moss (Chair)
	County Board Member	Rebekah Curran (Designee)
<b>City of Grand Rapids</b>	Mayor or Designee	Milinda Ysasi (Designee)
	City Commission Member	Kelsey Perdue (Member)

1.2023

February 20, 2023

Board of Directors  
Area Community Services Employment and Training Council  
Grand Rapids, MI

Dear Board of Directors:

We have audited the financial statements of Area Community Services Employment and Training Council (the "Council") for the year ended June 30, 2022 and have issued our report thereon dated February 17, 2023. Professional standards require that we provide you with the following information related to our audit:

[Our Responsibility Under Auditing Standards Generally Accepted in the United States and Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(Uniform Guidance\).](#)

As stated in our engagement letter dated April 26, 2022, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the Council's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the Council's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also, in accordance with the Uniform Guidance, we examined, on a test basis, evidence about the Council's compliance with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the purpose of expressing an opinion on the Council's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the Council's compliance with those requirements.



### Supplementary Information Accompanying Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### Other Information in Documents Containing Audited Financial Statements

The auditor's responsibility for other information in documents containing audited financial statements does not extend beyond the financial information identified in our report, and we have no obligation to perform any procedures to corroborate other information contained in a document. Our responsibility is to read the other information and consider whether such information, or the manner of its presentation, is materially inconsistent with information, or the manner of its presentation, appearing in the financial statements.

We have reviewed the Data Collection Form and have found no material inconsistencies with the information appearing in the audited financial statements.

### Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to your representative, Jacob Maas, in our engagement letter dated April 26, 2022, accepted by Jacob Maas.

### Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Council are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of other existing policies was not changed during year except of the adoption of GASB Statement No. 87 – Leases. This statement establishes new criteria for recording and reporting leases. As a result the adoption of the standard did not affect beginning net position and accordingly restatement of the net position as of July 1, 2021 was not necessary.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements are the functional allocation of expenses and useful lives of fixed assets.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive disclosures.

### Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

### Disagreements With Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 17, 2023, a copy of which accompanies this letter.

### Management Consultations With Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. To our knowledge, management has not obtained any opinions from other independent accountants on the application of accounting principles generally accepted in the United States which would affect the Council's financial statements or on the type of opinion which may be rendered on the financial statements.

### Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Council's auditors for the preceding year. However, these discussions occurred in the normal course of our professional relationship and our responses were not, in our judgment, a condition of our retention.

We appreciate the opportunity to be of service to Area Community Services Employment and Training Council.

This communication is intended solely for the information and use of the Board of Directors and, if appropriate, management and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

A handwritten signature in black ink that reads "Wipfli LLP". The signature is written in a cursive, flowing style.

Wipfli LLP



**ADMINISTRATIVE OFFICE**

Area Community Services  
Employment & Training Council  
215 Straight Ave NW  
Grand Rapids, MI 49504  
(616) 336-4100

**SERVICE CENTERS**

**Allegan County**  
3255 122nd Ave  
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(269) 686-5079

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

**Kent County**  
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215 Straight Ave NW  
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(231) 724-6381

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

February 17, 2023

Wipfli LLP

2501 West Beltline Highway, Suite 401

P.O. Box 8700

Madison, WI 53708-8700

This representation letter is provided in connection with your audit of the financial statements of Area Community Services Employment & Training Council, which comprise the basic financial statement as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements for the purpose of expressing opinion as to whether the financial statements are presented fairly, in all material respects in accordance with accounting principles generally accepted in the United States (GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

This representation letter is also provided in connection with your audit of the federal award programs of the Organization as of and for the year ended June 30, 2022, which was performed in accordance with auditing standards generally accepted in the United States; Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

We understand that the purpose of your testing of transactions and records from the Organization's federal programs was to obtain reasonable assurance that the Organization had complied, in all material respects, with the compliance requirements that could have a direct and material effect on each of its major programs.



We confirm, to the best of our knowledge and belief as of the date this letter is signed, the following representations made to you during your audits.

#### Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 26, 2022, including our responsibility for the preparation and fair presentation of the financial statements in accordance with GAAP and for the preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with GAAP and include all properly classified funds and other financial information of the primary government and all component units required by GAAP to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. We have disclosed to you the identity of the Council's related parties and all the related party relationships and transactions, including any side agreements, of which we are aware. All related party transactions were made at arm's-length. We have also disclosed any changes in related party transactions, and the business purpose for entering into transactions with related parties versus unrelated parties. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of GAAP.
7. All events, including instances of noncompliance, subsequent to the date of the financial statements and for which GAAP requires adjustment or disclosure have been adjusted or disclosed.
8. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with GAAP.
9. Significant estimates and material concentrations have been properly disclosed in accordance with GAAP.





10. Guarantees, whether written or oral, under which the Council is contingently liable, have been properly recorded or disclosed in accordance with GAAP.

Information Provided

11. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the Council from who you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the Council's Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud that affects the Council and involves:
  - a. Management,
  - b. Employees who have significant roles in internal control, or
  - c. Others where the fraud could have a material effect on the financial statements.
15. We have no knowledge of any allegations of fraud or suspected fraud affecting the Council's financial statements communicated by employees, former employees, regulators, or others.
16. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws, regulations, contracts, or grant agreements whose effects should be considered when preparing financial statements.



17. We have made available to you all financial records and related data.
18. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
19. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
20. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or fund equity.
21. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
22. We have no knowledge of any instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
23. We have no knowledge of any instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
24. We have no knowledge of any instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
25. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting noncompliance.
26. All material transactions have been recorded in the accounting records and are reflected in the financial statements.



27. There are no other liabilities and gain or loss contingencies that are required to be accrued or disclosed by accounting standards.
28. There are no unrecorded transactions and/or side agreements or other arrangements (either written or oral).
29. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
30. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
31. The Council has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any material asset been pledged, except as disclosed in the notes to the financial statements.
32. The Council has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
33. The Council has identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates, and we believe the estimates are reasonable in the circumstances.
34. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
35. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
36. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
37. All funds that meet the qualitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial users.





38. Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
39. Provisions for uncollectible receivables have been properly identified and recorded.
40. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
41. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
42. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
43. Deposits and investment securities are properly classified as to risk, and investments are properly valued and disclosed.
44. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
45. We have appropriately disclosed the Council's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position was properly recognized under the policy.
46. The Council has identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates, and we believe the estimates are reasonable in the circumstances.
47. There are no estimates that may be subject to a material change in the near term that have not been properly disclosed in the financial statements. We understand that near term means the period within one year of the date of the financial statements. In addition, we have no knowledge of concentrations existing at the date of the financial statements that make the Council vulnerable to the risk of severe impact that have not been properly disclosed in the financial statements.



48. We have implemented the new accounting standard, GASB Statement No. 87, *Leases*, during the audit period. We have implemented the new accounting standard in accordance with the transition guidance prescribed in the Statement. We have sufficient and appropriate documentation supporting all estimates and judgements underlying the amounts recorded and disclosed in the financial statements.
49. The methods we used in developing accounting estimates are applied consistently, data is accurate and complete, and the assumptions are reasonable.
50. We accept responsibility for and have designated an individual with suitable skill, knowledge, or experience to oversee the following non-attest services:
- a. Financial statement preparation
51. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
52. We acknowledge our responsibility for presenting the Schedule of Expenditures of Federal Awards and Notes to Schedule of Expenditures of Federal Awards (Supplementary Information) in accordance with GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
53. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
54. With respect to federal and state award programs:



- a. We are responsible for understanding and complying with and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) including requirements relating to preparation of the schedules of expenditures of federal awards and state financial assistance.
- b. We acknowledge our responsibility for presenting the schedules of expenditures of federal awards in accordance with the requirements of the Uniform Guidance, and we believe the schedule of expenditures of federal awards, including its form and content, are fairly presented in accordance with the Uniform Guidance. The methods of measurement of the schedule of expenditures of federal awards have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the schedules of expenditures of federal awards.
- c. If the schedule of expenditures of federal awards is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date we issue the supplementary information and auditor's report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance, and included in the schedule of expenditures of federal awards made during the audit period for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. We are responsible for understanding and complying with, and have complied with, the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal and state programs and have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major federal program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance requirements applicable to federal programs that provides reasonable assurance that we





are managing our federal and state awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended.

- g. We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal and state agencies or pass-through entities relating to major federal and state programs and related activities.
- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i. We have complied with direct and material compliance requirements, including when applicable, those set forth in the OMB Compliance Supplement, relating to federal awards and have identified and disclosed to you all amounts questioned and any known noncompliance with the requirements of federal awards.
- j. We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.



- m. We have made available to you all documentation related to the compliance with the direct material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.
- n. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- o. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- p. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the date as of which compliance was audited.
- q. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- r. The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- s. We have monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of the Uniform Guidance.
- t. We have taken appropriate action, including issuing management decisions, on a timely basis after receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements and have ensured that subrecipients have taken the appropriate and timely corrective action on findings.
- u. We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records.

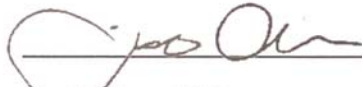




- v. We have charged costs to federal awards in accordance with applicable cost principles.
  - w. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
55. We are responsible for and have reviewed the auditee section of the Data Collection Form as required by the Uniform Guidance.

Sincerely,

Area Community Services Employment & Training Council

  
\_\_\_\_\_  
Jacob Maas, CEO  
\_\_\_\_\_  
Robert Perkins, CFO

## Area Community Services Employment &amp; Training Council

Year End: June 30, 2022

AJE

Date: 7/1/2021 To 6/30/2022

Prepared by	Detail Review	Partner Review	QC Reviewed by
NCL 2/13/2023		JH 2/15/2023	

AJE

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
AJE 01	6/30/2022	Right of Use Asset - Building	1500			3,698,282.00			
AJE 01	6/30/2022	ACCUM DEPREICATION - ROUA BUILDING	1505				988,815.00		
AJE 01	6/30/2022	RIGHT OF USE ASSET - VEHICLE	1510			14,567.00			
AJE 01	6/30/2022	ACCUM DEPRECIATION - ROUA VEHICLE	1515				6,071.00		
AJE 01	6/30/2022	LEASE LIABILITY	2500				2,795,024.00		
AJE 01	6/30/2022	SPACE RENT / LEASE EXPENSE	6510				917,825.00		
AJE 01	6/30/2022	DEPRECIATION EXPENSE	6780			995,486.00			
		Entry to record right o use asset and lease liability at year end.							
						4,708,335.00	4,708,335.00		
Net Income (Loss)			(270,657.51 )						

**ADMINISTRATIVE OFFICE**

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**MEMORANDUM**

**TO:** ACSET Governing Board

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

**DATE:** February 27, 2023

**RE:** January 2023 Board Financials

---

**Revenue**

Revenues for the seven months ending January 31, 2023 total \$20 million which is \$638K higher than last year's revenue.

**Expenditures**

Operating expenses are under the proposed budget by 1.87%.

- Consumables are \$74K less than the prior year. The difference is due to having \$48K in Consumables last year in the Devos – Talent Career Coaching Fund and zero dollars in the current year since the fund was not renewed. Last year \$17K more was spent on consumables in the One Workforce fund. The remaining difference is due to timing.
- Outside Services are down by \$361K. The following funds were fully spent last year and were not renewed for the current year: Kellogg – Hiring Model incurred \$122K in outside costs, DeVos – Talent Career Coaching had \$66K, and DeVos – Hire Reach had \$50K. The Employment Services had a net reduction of \$81K. The remainder is due to timing differences.
- Equipment purchases are down by \$160K from the prior year due to timing differences in computer purchases.
- Other expenses are up by \$104K when compared to last year. The increase is due mainly to increases in spending in the Path Funds and WIOA Funds.
- Subcontractor expenses are down by \$135K compared to the prior year. Future of Work ended in the prior with \$81K of subcontractor's expenses. The remainder is timing differences.
- Training expenses increased by \$747K over the previous year. This is due to the increase in trainings of \$491K related to the Going Pro Talent Fund (GPTF), increase of \$316K in Michigan Learning & Education Advancement Program less \$116K from the DW Neg Recovery Project (this program wasn't renewed in the current year). The remaining difference is due to timing.
- Direct Client Expenses are greater than last year by \$783K due to another year of funding of the BRES Fund money with an increase of \$144K which was not included in the budget, a new funding source of The State Apprenticeship Expansion – MEWDC with \$147K for the current year and increases in spending on supports from the Path Funds of \$512K. There was a reduction of \$126K from Community Ventures that was not renewed in the current year. The difference is due to timing.

**Area Community Services Employment and Training Council**  
**Michigan Works Agency Programs**  
**Statement of Revenue & Expenses**  
**For the Seven Months Ending January 31, 2023**

	YTD Thru January 2023 Actual	YTD Thru January 2022 Actual	YTD 2022/2023 Budget	Budget Variance	Budget Variance %
<b>Total Revenue</b>	<u>\$ 19,998,375</u>	<u>\$ 18,856,749</u>	<u>\$ 19,360,513</u>	<u>\$ 637,862</u>	<u>3.29%</u>
<b>Expenses</b>					
<b>Operating Expenses</b>					
<b>Wages</b>	\$ 6,396,649	\$ 6,173,281	6,530,616	\$ 133,967	2.05%
<b>Fringe Benefits</b>	2,240,886	2,210,785	2,363,716	122,830	5.20%
<b>Consumable supplies</b>	586,682	660,354	594,526	7,844	1.32%
<b>Transportation</b>	92,200	33,884	68,825	(23,375)	-33.96%
<b>Outside services</b>	434,727	796,199	447,925	13,198	2.95%
<b>Space and communications</b>	964,027	1,030,487	1,019,514	55,487	5.44%
<b>Equipment rent and maint</b>	27,642	34,931	22,417	(5,225)	-23.31%
<b>Equipment purchases</b>	11,575	172,025	10,000	(1,575)	-15.75%
<b>Other expense</b>	468,510	364,606	379,230	(89,280)	-23.54%
<b>Total operating expense</b>	<u>11,222,898</u>	<u>11,476,552</u>	<u>11,436,769</u>	<u>213,871</u>	<u>1.87%</u>
 <b>Subcontractors</b>	 \$ 358,332	 \$ 493,484	 \$ 549,083	 \$ 190,751	 34.74%
 <b>Training</b>	 \$ 7,010,590	 \$ 6,263,597	 \$ 6,688,635	 \$ (321,955)	 -4.81%
 <b>Direct Client Expenses</b>	 \$ 1,406,555	 \$ 623,116	 \$ 686,026	 \$ (720,529)	 -105.03%
	<u>\$ 8,775,477</u>	<u>\$ 7,380,197</u>	<u>\$ 7,923,744</u>	<u>\$ (851,733)</u>	<u>-10.75%</u>
<b>Total Expenses</b>	<u>19,998,375</u>	<u>18,856,749</u>	<u>19,360,513</u>	<u>(637,862)</u>	<u>-3.29%</u>
 <b>Excess of Revenue over Expense</b>	 <u>0</u>	 <u>-</u>	 <u>-</u>	 <u>0</u>	 <u>0.00%</u>

Unaudited

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**MEMORANDUM**

**TO:** ACSET Governing Board

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

**DATE:** February 27, 2023

**RE:** Proposed FYE 2023 Budget – First Modification

---

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

**Proposed FYE 2023 Budget Modification**

The proposed 2022-2023 budget modification increases grant income by \$7,000,000. Subsequent to the approval of the initial budget, new funding was received for Going Pro Talent Fund (GPTF) of which \$5,700,000 is anticipated to be used in this fiscal year and as well as additional BRES funding of which \$530K is estimated to be used in this fiscal year and an additional \$270K of The State Apprenticeship Expansion (SAE) – MEWDC in this year.

**Expenditures**

An additional \$100K is requested for Wages. This increase is a result of the additional funding.

Consumables is estimated to increase by \$140K to cover the increased costs related to the new programs as well as underestimated the costs in the original budget.

Transportation is increased due to the increased need for Transportation services post COVID. This cost was underestimated due to the uncertainty of what would actually be needed after COVID.

Other Expenses increased by \$100K due to increased spending in the PATH and WIOA Fund.

Training costs are estimated to increase due to the GPTF as well The State Apprenticeship Expansion (SAE) Funds.

Direct client expenditures are increasing due to the increase in BRES funding, The State Apprenticeship Expansion (SAE), and the need for supports mainly in the PATH Funds.

**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 Mod 1 Request  
For the Fiscal Year Ending June 30, 2023

	Fiscal Year 2022 - 2023 Original Budget	Fiscal Year 2022 - 2023 Proposed Mod 1	Increase (Decrease)
<b>REVENUES</b>			
Grant Income	\$ 33,713,000	\$ 40,713,000	\$ 7,000,000
Program income	20,000	20,000	-
<b>TOTAL REVENUE</b>	<b>\$ 33,733,000</b>	<b>\$ 40,733,000</b>	<b>\$ 7,000,000</b>
<b>EXPENDITURES</b>			
Operating costs:			
Wages	\$ 11,300,000	\$ 11,400,000	\$ 100,000
Fringe	4,087,000	4,037,000	(50,000)
Consumables	860,000	1,000,000	140,000
Transportation	103,000	185,000	82,000
Outside Services	901,000	901,000	-
Space & Communications	1,767,000	1,767,000	-
Equipment Rent & Maintenance	55,000	55,000	-
Equipment Purchases	300,000	300,000	-
Other Expenses	456,000	556,000	100,000
Total Operating Costs	19,829,000	20,201,000	372,000
Subcontracted program costs	895,000	895,000	-
Training costs	12,036,000	17,287,000	5,251,000
Direct client expenditures	973,000	2,350,000	1,377,000
<b>Total Expenses</b>	<b>\$ 33,733,000</b>	<b>\$ 40,733,000</b>	<b>\$ 7,000,000</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**ADMINISTRATIVE OFFICE**

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Employment & Training Council  
215 Straight Ave NW  
Grand Rapids, MI 49504  
(616) 336-4100

**SERVICE CENTERS**

**Allegan County**

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

**Montcalm County**

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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:** Bob Perkins, Chief Financial Officer

**DATE:** February 27, 2023

**RE:** Renewal of Line of Credit

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### Background

ACSET holds a \$325,000 line of credit with Fifth Third Bank. This line expires March 8, 2023. I am requesting that the line of credit be renewed in the amount of \$325,000.

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

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

### Requested Action

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

# Service Summary Explanation

October 1, 2022 – December 31, 2022

## Management Observations and Highlights

- *Service Center Traffic:* We continue to see a slight increase in job seekers coming into our centers and are actively recruiting to increase this number.
- *Employers Served:* Staff spent a significant time with Returning Employers when Going Pro Talent Fund meetings were taking place within this quarter. We strive to reach out to new employers as well as maintain quality services for existing customers.
- *Jobs Filled by Industry:* Overall, Jobs filled decreased in December due to the heavy volume of Going Pro Talent Fund applications that were processed by staff and a natural decrease in jobs filled due to the holiday.
- *Going Pro Talent Fund:* This is a new way of reporting comparing the last fiscal year to the current. The Going PRO Talent Fund (GPTF) numbers presented are reflective of trainings that have been completed and paid out for FY21. Trainings were authorized to take place from February 2021 through January 2022. FY22 grants are currently being closed out monthly.
- *Hiring Events:* We are coordinating facilitated workgroups to reimagine hiring events during the fall of 2023. Virtual job fairs are offered to employers monthly.
- *Retention Solutions Network:* Success Coaches are providing more services to employees at member companies. We continue to work on recruiting more employer members.
- *WorkReady Certificates Earned:* We have begun the process of improving both attendance and the overall curriculum for these workshops. We will engage the Solutions-Driven Committee in this process.





## Service Summary Oct 1, 2022 to Dec 31, 2022

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

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

### Strategic Plan Alignment



Enhanced Relationships



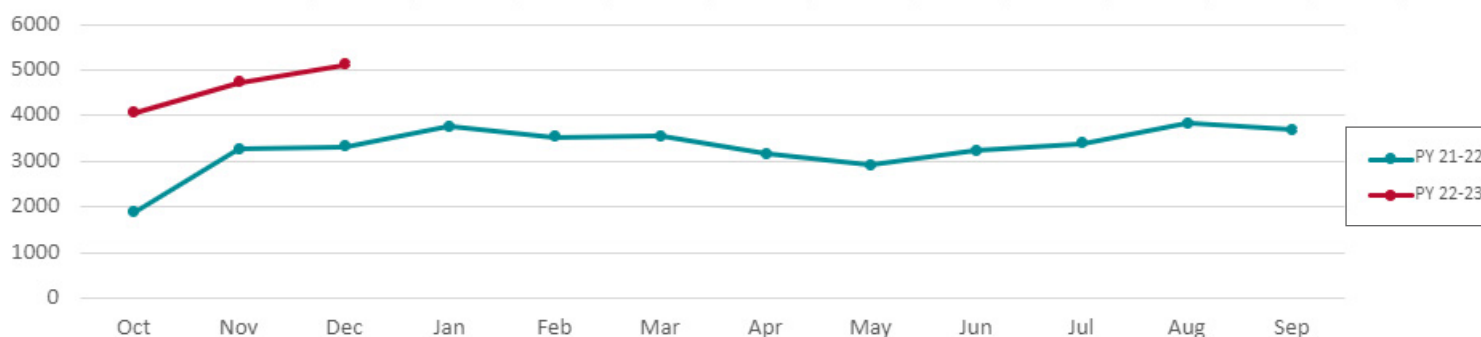
Pipeline Development



Diversity and Inclusion

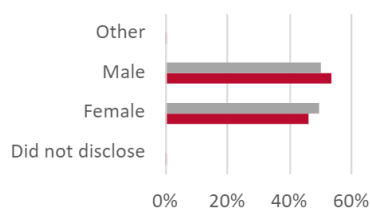
### Service Center Traffic & Call Volume\* (PY comparison by month)

\*call volume not included in PY 21-22 numbers

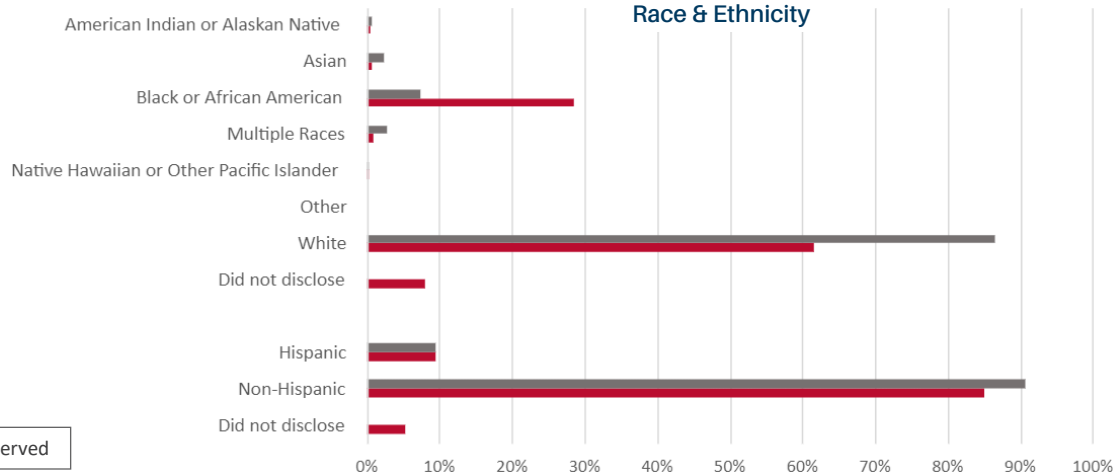


### Diversity of Job Seekers Served

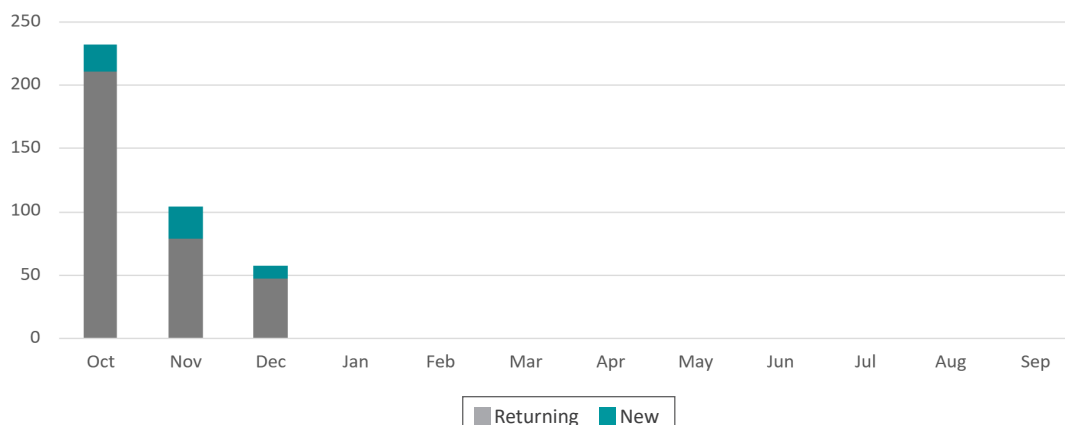
#### Gender



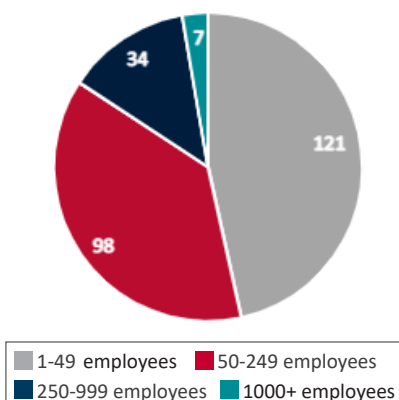
#### Race & Ethnicity



### Employers Served (unique count)



### Diversity of Employers Served (by size)



## Jobs Filled by Industry

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Agribusiness	0	0	90									
Construction	39	5	43									
Healthcare	99	299	3									
Information Technology	106	69	0									
Manufacturing	367	302	226									
Other	60	99	73									
<b>Total</b>	<b>671</b>	<b>774</b>	<b>435</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Training: by Industry

	New Hire	Classroom	Apprentice	Credentials Earned
Agribusiness	1	0	0	0
Construction	8	13	0	0
Healthcare	22	69	2	42
Information Technology	1	45	0	0
Manufacturing	38	38	1	1
Other	59	104	0	66
<b>Total</b>	<b>129</b>	<b>269</b>	<b>3</b>	<b>109</b>

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

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

## Training (completed): Going PRO Training Fund FY22

	New Hire	Classroom	Apprenticeship
Agribusiness	42	55	0
Construction	87	34	39
Healthcare	978	85	14
Information Technology	119	53	0
Manufacturing	988	758	33
Other	224	187	1
<b>TOTAL</b>	<b>2438</b>	<b>1172</b>	<b>87</b>

\*Numbers reported as of January 3, 2023

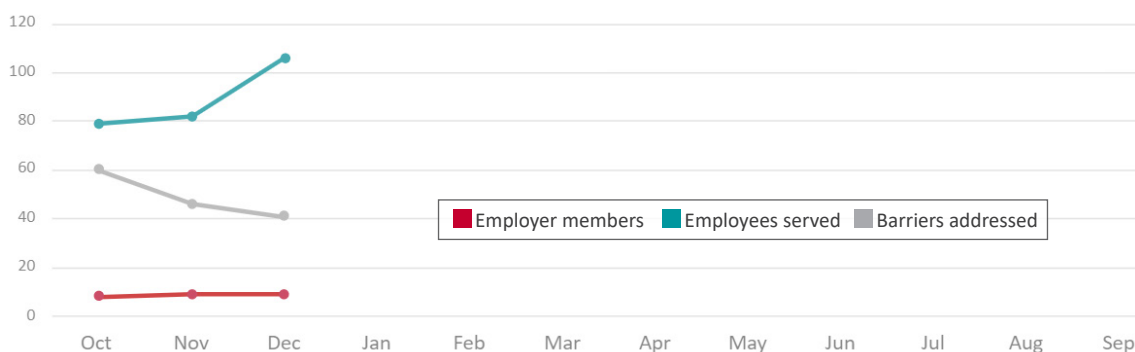
## Hiring Events

	Events	Employers	Job Seekers
Q1	3	68	65
Q2			
Q3			
Q4			
<b>TOTAL</b>	<b>3</b>	<b>68</b>	<b>65</b>

## Retention Solutions Network

Success coach hours  
(cumulative, reported quarterly)

**387.00**



## WorkReady Certificates Earned (cumulative, reported quarterly)

<b>1,172</b> Pre-Assessments	<b>53</b> Post-Assessments	<b>33</b> WorkReady Certificates	<b>69</b> WorkReady Plus Certificates
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Service Summary  
Oct 1, 2022 to Dec 31, 2022

## Service Summary: Strategic Plan Alignment and Indicator Descriptions

<b>Pipeline Development:</b> Expand the local pipeline of work-ready talent to meet the needs of the workforce and of West Michigan employers.	<b>Enhanced Relationships:</b> Foster widespread networks to collaboratively address workforce needs in the region.	<b>Diversity and Inclusion:</b> Enable a culture that honors the worth and dignity of all people, where staff and customers have equitable access to opportunities.
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The indicators shown on the Service Summary are provided to inform the board about the impact of services provided through a variety of workforce development programs. Each represents the implementation of goals in the Strategic Plan.

Indicator	Strategic Plan Alignment	Narrative
<i>Service Center Traffic &amp; Call Volume</i>	Pipeline Development	This indicator shows the funnel of job seekers entering our system through the service centers and virtual appointments, giving us an opportunity to expand the talent pipeline. In October 2021, we began implementing a new tracking system. During this period, UIA reinstated the Register to Work requirement, which brought more people into the centers. The data does not include attendance at workshops, focused job search, or coaching sessions. This will be added as the tracking system is expanded.
<i>Diversity of Job Seekers</i>	Diversity and Inclusion	This indicator shows the variety of job seekers we work with compared to the region. With the implementation of the new tracking system, we resumed tracking demographic data. Although we are in the early stages of collecting this data, management regularly observes and monitors this information.
<i>Employers Served</i>	Enhanced Relationships	This indicator shows unique employers served each month, and reflects the widespread networks developed by staff. An employer is counted once per program year as unique; they likely received multiple services throughout the year. A new employer is one that has never engaged with WMW. A returning employer is one that has received services from WMW in a prior program year(s).
<i>Diversity of Employers</i>	Diversity and Inclusion; Enhanced Relationships	This indicator shows a comprehensive picture of our employer customers based on size (total number of employees). This data is helpful in planning initiatives and for identifying specific employer groups. Although we work with any size company, we target those most in need of our services which are often smaller companies without internal HR capacity.

Indicator	Strategic Plan Alignment	Narrative
<i>Jobs Filled by Industry</i>	Enhanced Relationships; Pipeline Development	This indicator shows the number of jobs filled with employer customers of WMW and with our assistance. The variation in month-to-month numbers may reflect delays in reporting WMW, as well as unique needs within a variety of employers. Spikes in the numbers may also reflect hiring events supported by WMW.
<i>Training: by Industry</i>	Pipeline Development	This indicator shows WMW efforts to expand the local pipeline of work-ready talent by supporting training and skill upgrading. The data is presented by industries most in demand in the region. On-the-Job Training provided to New Hires results in advancement of skills and wages but does not provide a credential. This data does not include training funded by GoingPro Talent Fund.
<i>Training (completed): GoingPro</i>	Enhanced Relationships; Pipeline Development	As one of our largest funding sources for employer-driven training, GPTF is reported separately. Note that the last fiscal year reported is complete compared to the current fiscal year-to-date.
<i>Hiring Events</i>	Enhanced Relationships; Pipeline Development	This indicator shows major events that bring employers and job seekers together, requiring coordination across multiple departments and programs. We continue to look for new and innovative ways to conduct outreach to job seekers, including greater collaboration with community partners.
<i>Retention Solutions Network</i>	Enhanced Relationships; Pipeline Development	This indicator shows how we leverage networks among community partners to provide services to member employers. Data reflects services provided by Success Coaches via dedicated on-site hours as well as virtual. Services provided to each employee does not consider the high number of touchpoints with the coach. Barriers addressed can include needs for transportation, housing, medical bills, utilities, and many more, all so that workers can successfully engage and fulfill their role for the employer.
<i>WorkReady Certificate Earned</i>	Pipeline Development	This indicator shows the delivery of employability skills training, the highest need for skillsets expressed by the region's employers. Job Seekers take a pre-assessment to determine areas of readiness and areas for improvement; they only attend workshops for areas identified as needing improvement. A post-assessment determines their skill attainment and if successful, earns a certificate. This conveys to employers that they are "work ready."

**ADMINISTRATIVE OFFICE**

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Holland, MI 49424  
(616) 396-2154

**MEMORANDUM**

**TO:** ACSET Governing Board

**FROM:** West Michigan Works! Staff

**DATE:** February 27, 2023

**RE:** Solutions Driven Updates

**Enhanced Relationships:**

Foster widespread networks  
to collaboratively address  
workforce needs in the  
region.

**Pipeline Development:**

Expand the local pipeline of  
work-ready talent to meet  
the needs of the workforce  
and of West Michigan  
employers.

**Diversity and Inclusion:**

Enable a culture that honors  
the worth and dignity of all  
people, where staff and  
customers have equitable  
access to opportunities.

**Grant Updates**

**Health Resources & Services Administration (HRSA):** GRCC was awarded a \$2.9 million dollar grant by the Department of Health and Human Services (DHHS) and will partner with West Michigan Works!, Corewell Health, Cherry Health, and Trinity Health Systems to implement the grant. This three-year grant will expand the public health workforce in West Michigan through classroom training and apprenticeship opportunities. The focus is on 150 participants, with approximately 60% of grant dollars going directly toward students.

**Michigan Career Opportunity Academies for Community Health (MiCOACH):** is a \$3 Million-dollar HRSA grant awarded to the Department of Health and Human Services (DHHS) to increase the number of Community Health Workers (CHWs) and Health Support in targeted Intermediate School Districts (ISD), including Muskegon Heights. This three-year grant will aim to improve the dissemination of health information, connection to mental health resources, and help create safer, healthier school environments and communities. Throughout the course of this grant, WMW will partner to serve 24 recently or soon to graduate Muskegon Heights youth.

**The Michigan Citizen Reentry Initiative (MiCRI)** a cooperative grant opportunity with the US Department of Labor and the Department of Justice with a state award of \$7.6 million to launch the new initiative designed to reduce recidivism among justice involved citizens and increase their successful participation in employment and training opportunities. This includes individuals incarcerated in the Federal Correctional Institute (FCI) in Milan, Michigan and four Residential Reentry Centers (RRC). Although the planning stages for this grant is anticipated to conclude in April, participants will not be entering the RRCs until late May or early June 2023.

As we currently understand it, WMW services cannot begin until this time.

***Diversity and Inclusion***

**MDARD Specialty Crop Grant.** The Agribusiness Talent Council of West Michigan was awarded a grant via West Michigan Works! to 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.

**Going PRO Talent Fund FY23:** The Michigan Department of Labor and Economic Opportunity announced the award of \$47 million in statewide funding for the Going PRO Talent Fund (GPTF) for fiscal year 2023. West Michigan employers fared very well, with 193 receiving an award totaling \$17,463,904.00 (\$18.6M with admin). Award amounts range from \$2,247 to \$535,000. The industries that received the most funding are manufacturing, with 122 awards totaling \$11,346,969; construction, with 22 awards totaling \$1,992,440; and healthcare, with 9 awards totaling \$1,181,095.

This is the first of two cycles to be awarded for fiscal year 2023. The online application for Cycle 2 is scheduled to open from May 1-24, 2023. Cycle 2 awarded training may occur from July 17, 2023 - July 16, 2024.

An additional 9 applications, totaling \$618,580.00, are pending review for an award. A complete list of West Michigan's Going PRO Talent Fund Cycle 1 awards is attached. A full list of grant recipients for the 2023 fiscal year, per MWA, is available online at [Michigan.gov/TalentFund](https://Michigan.gov/TalentFund). ***Enhanced Relationships, Pipeline Development***

**Grants – Ongoing**

**Talent Pathways Program:** West Michigan Works! In partnership 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. ***Pipeline Development, Diversity and Inclusion***

**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. We are currently in year 3 of this grant.

***Enhanced Relationships, Pipeline Development***

**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 (WMCAT) 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. The state granted a no cost extension through June 30, 2024 and we have expanded training opportunities to include high demand credentials offered through other local area providers.

***Enhanced Relationships, Pipeline Development***

**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. ***Enhanced Relationships, Pipeline Development***

**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. The grant was set to expire on March 31, 2023, but the State Dept of LEO is submitting a modification to extend the grant until June 30, 2024. ***Enhanced Relationships, Pipeline Development***

**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. We are actively working with 23 companies and have over 300 apprentices that are enrolled or are actively being enrolled in the grant. ***Enhanced Relationships, Pipeline Development***



## Industry Talent Councils

There are a variety of ways to stay connected to the innovative work taking place under each of the WMW! Industry Talent Councils (ITC). Each council has expanded its outreach with dedicated LinkedIn accounts and bimonthly newsletters. The increased online presence will allow each ITC to provide employers and partners in each industry with pertinent information such as industry workforce trends, council initiatives and expansion of networks to participate in future projects. All Industry Talent Councils are actively planning for MiCareerQuest 2023. ***Enhanced Relationships, Pipeline Development***

**Agribusiness Talent Council of West Michigan (ATC): The Agribusiness Talent Council is an employer-led collaborative that seeks to expand the talent pool by promoting career pathways and opportunities in West Michigan's agribusiness industry.**

The ATC will be hosting an ongoing series of job fairs for historically marginalized segments talent streams. An "Ag-Jobs-4-All" was held 1/12/2023 event and had 10 employers registered, 8 job seekers attended, plus community partners who serve opportunity populations. The next event will be held 4/13/23 at the WMW Holland Service Center. Registration will open in early March. Several Career Ag-exploration Events were held over the last quarter. The next event will be held May 6th at Muskegon Farmers Market. Planning meetings are held 2<sup>nd</sup> Tuesday. Michigan Works! West Central staff are assisting in recruiting employers from Oceana and Newaygo, based on high number of Muskegon County students living in those counties. The ATC will be integrating a job fair space for older students and job seekers to engage with employers in addition to the activities aimed at younger students. The ATC will host an Agribusiness Spotlight Week the week of March 20-24. Classroom resources have been purchased for 23 classrooms for a guest reader to attend. Guest reader registration is open through 2/10, then matches will be made to participating schools. Two employers will be featured in WZZM spotlight segment. The Foods That Built West Michigan series continues to be highlighted in the bi-monthly newsletter issuance. ATC is continuously seeking nominations especially for Muskegon, Barry, Ionia, or Montcalm employers to highlight the full range of work being done across our region.

**Construction Careers Council (CCC): The Construction Careers Council creates a bright future for West Michigan's construction industry by building a diverse and qualified workforce.**

The CCC Traveling Roadshows has been widely popular with schools. To date, 16 traveling roadshows across West Michigan were completed reaching over 500 students. The CCC has formed a subcommittee to plan the next phase of traveling roadshows which will include opportunities to get involved with job shadows, and connecting with employers to do mock interviews. The MythBusters Campaign featuring a collection of 30 second videos to dispel myths within the industry has been completed. Videos will feature local employers and employees in West Michigan and will be released to the public over the next two months. The CCC has started recruiting subcommittee members to plan and design a Women in Construction Week initiative that will take place in March 2023.



**Discover Manufacturing (DM): Mission: “We Exist to Inspire and Expand Manufacturing Talent in West Michigan.”**

Discover manufacturing will meet with its advisory leadership team in February to discuss ongoing and new projects. A DM subcommittee is actively working to make improvement to the DM manufacturing scholarship initiative. In May 2023, there will be \$10,000 awarded to students. Applications are available on the DM Website September 1 – April 2023. Discover Manufacturing Week was held in November 2022. In total, 9800 students and 112 employers participated. Educator participation is promoted concurrently Discover manufacturing Week registration. So far, over 30 educators and 27 manufacturers have indicated interest in the program. Information sessions are held frequently, and the council is actively matching schools and employers. Soon, select manufacturers will be invited to showcase their company through an Earn and Learn website directory that outlines tuition reimbursement, apprenticeships, internships, co-op opportunities on the DM website.

**West Michigan Health Careers Council (WMHCC): Mission: The purpose of WMHCC is to provide an employer-led collaborative council of healthcare employers, educators, workforce development, and economic development organizations working together to meet West Michigan’s healthcare talent needs.**

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. WMHCC is in the early stages of planning a family friendly, career fair carnival. Going for an innovative take on a traditional career fair that includes food and entertainment elements. A project group focused on retention is meeting regularly to develop a resource guide and best practices for barrier reduction in healthcare. This includes a community resource guide developed with the help of resource navigators. The guide will be shared once it is finalized. Anticipated to be available in January.

**West Michigan Tech Talent (WMTT): Mission: West Michigan Tech Talent looks to engage employers of Information Technology professionals with best practices, resources and a community to grow, develop, recruit and retain a diverse and inclusive world class IT workforce in West Michigan.**

WMTT is forming a subcommittee to work on the development of a Cyber Security Registered Apprenticeship program. The committee will be led by the WMW Apprenticeship Success Coordinator (ASC). A variety of program templates exist with the UDSOL office of apprenticeship which will allow for customization of a program. As a next step, the ASC will strategize on the certifications and training employers are looking at apprentices achieving. Interested employers are being invited to attend a virtual meeting on Tuesday, February 14 from 10-11am to continue development on this apprenticeship program. WMTT will be hosting a series of four networking events in 2023 with the goal of adding 400 new IT professionals to their network. WMTT will also begin planning a Tech Trends event

with Keith Brophy. This will potentially be the largest WMTT hosted event in history with approximately 250 attendees. More information will be provided as details are finalized.

## Programs

**West Michigan Works! Registered Apprenticeship Programs:** West Michigan Works! currently holds standards for 33 US Department of Labor registered apprenticeships, with over 150 active apprentices and almost 90 participating employers.

The WMW Apprenticeship Team has been working closely with the West Michigan Health Careers Council to develop new programs including adding an EEG (Electroencephalogram technician) Program to our standards. It is the first program of its kind in the nation. We are also engaging with community partners to develop a Cardiovascular Technician program and exploring programs for Anesthesiology Technician and Community Health Worker.

We have recently engaged with West Michigan Tech Talent and local partners to create a Cyber Security Apprenticeship program for interested employers. ***Pipeline Development***

**Ascend Youth Programming:** The Ascend team currently provides in-person and virtual programming for eligible youth across our 7-county region. We also continue to expand our partnerships to recruit more youth and to provide co-located services. We have recently developed partnerships to co-locate services within AYA (Kent County), Orchard View Adult Education (Muskegon), and ESCAPE Ministries (Ottawa). We continue to meet with partners to grow this type of strategy. On the horizon: summer youth work experience programming for 2023. ***Pipeline Development, Diversity and Inclusion***

**MiCareerQuest:** We are 4 months away from MiCareerQuest 2023. We have three opportunities for people to get involved: volunteering, hosting an exhibit, or sponsoring. Industry Council Leads are hard at work recruiting both sponsors and exhibitors. The ISD committee is working directly with teachers and school leaders to provide logistical support. Both exhibitor and volunteer registration forms are now open.

For those who can volunteer, this is an event that you will not want to miss. If you're able and willing to volunteer, [please register here](#). ***Pipeline Development***

**HireReach:** HireReach provides instruction and consulting to businesses interested in implementing skills-based hiring. After a couple of speed bumps, HireReach is now actively partnering with Kalamazoo to provide a Spring 2023 academy. HireReach also continues its involvement in the Opportunity for All initiative lead by Fred Keller and funded by the DeVos Foundation. HireReach will present a three-year plan to provide academies to West Michigan employers in March. This

3-year plan will provide an opportunity to train 96 employers in skills-based hiring over the next three years. ***Diversity and Inclusion***

**Retention Solutions Network:** After making necessary changes to service delivery, Retention Solutions Network has demonstrated stability through these changes. We are now experiencing mild growth as the first quarter experienced 37% growth in the number of shares purchased. This increase comes from the net addition of one company. The RSN Manager has also created a partner-employer advisory board that will help us determine how to grow RSN through a solutions-driven approach. ***Enhanced Relationships, Diversity and Inclusion***

**Learn, Earn and Provide (LEAP) Pilot:** LEAP launched in Muskegon as a pilot program at the end of January of 2022. 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. We are in early conversations with partners in Allegan County on potentially expanding LEAP to include Allegan. ***Pipeline Development, Diversity and Inclusion***

**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. ***Diversity and Inclusion***

## Initiatives

**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. ***Pipeline Development***

**MEDC TAT EV & Mobility Pilot:** The Michigan Economic Development Corporation (MEDC) hired the Boston Consulting Group to conduct an analysis of best practices in workforce to bring together industry, higher education, training and recruitment program partners to support the need for reskilling and upskilling incumbent automotive industry workers and recruiting new employees into the industry. The TAT has reached out to West Michigan Works! to discuss implementation of a pilot project to support the hiring needs of four local employers in the Electronic Vehicle

(EV) with the goal to expand educational and job support opportunities to build competitive, cross-industry talent for the future of electrification and mobility in the state. Based on our conversations to date, a potential partnership between MEDC and West Michigan Works! will include support for the following initiatives:

1. Recruiting approximately 1,300 qualified individuals in 2023 to fill Production Worker and Frontline Supervisor roles in the West region (connecting them to relevant short-term training programs where necessary)
2. Making additional strategic investments in job seeker support services that serve MI employer's needs and increase job seeker's ability to obtain those roles. Based on our conversation, examples of investments may be transportation vouchers or rideshare, translation of marketing materials or English as a Second Language (ESL) support, etc.

## ACSET Personnel Actions – February 17, 2023

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	David Gordon	Permanent	10/21/22	Admin, GR
Business Solutions Representative	Corissa Corey	Permanent	12/5/22	Barry
	Carla Hatton		1/23/23	Muskegon
	Nicole Lillie		1/23/23	Westside, GR
	Carolyn Rabineau		1/23/23	Ottawa
Career Coach	Christa Gasca	Permanent	11/28/22	Franklin
	AnnaLisa Tapia		1/3/23	Montcalm
	Madeline Rosario		2/6/23	Franklin, GR
	Kristi Thompson		2/6/23	Westside, GR
	June Schwartz		2/14/23	Muskegon
Career Navigator	Anyelin Vasquez-Lopez	Permanent	1/3/23	Franklin, GR
	Kayla Cole		1/17/23	Barry
HR Assistant	Kali Armstrong-Lauzon	Permanent	11/28/22	Admin, GR
Marketing & Communications Coordinator	Claire Zuwala	Permanent	10/31/22	Admin, GR
	Alec Parr		11/7/22	Admin, GR
Quality Assurance Specialist	Guadalupe Moreno	Permanent	10/24/22	Westside, GR

### Separations

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Separation Date</u>	<u>Location</u>
Accountant	Michele Musgrave	Permanent	10/28/22	Admin, GR
Accounting Assistant	David Gordon	Permanent	11/14/22	Admin, GR
Business Solutions Representative	Craig Stolsonburg	Permanent	10/28/22	Barry
	Carolyn Rabineau		2/3/23	Ottawa
Career Coach	Amiya Ezell-Taylor	Permanent	11/21/22	Muskegon
	Yalanda Cook		1/6/23	Muskegon
	Lisa Brown		1/18/23	Muskegon
	Yolanda Johnson		1/20/23	Franklin, GR
	Carlinda Peoples		1/20/23	Muskegon
	Debbi Powell		2/1/23	Westside, GR
Career Navigator	Margaret Newton	Permanent	10/28/22	Barry
	Diana Estrada		2/10/23	Allegan
Marketing & Communications Coordinator	Claire Zuwala	Permanent	1/25/23	Admin, GR

Marketing & Communications Director	Jane Kreha	Permanent	1/5/23	Admin, GR
Talent Development Specialist	Liliana Flores	Permanent	2/3/23	Westside, GR
Talent Development Instructor	Jill Brown	Permanent	12/9/22	Westside, GR

<b>Promotions/Transfers</b> <u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Business Solutions Representative to Business Solutions Coordinator	Jason Khoury	Permanent	10/31/22	Westside, GR
Talent Development Instructor to Business Solutions Representative	Amy Graham	Permanent	12/5/22	Barry
Business Solutions Representative to Apprenticeship Success Coordinator	Samantha Hinkle	Permanent	12/12/22	Muskegon
Success Coach to Career Coach	Amanda Balcom	Permanent	12/19/22	Muskegon
Career Navigator to Career Coach	Sherri Black	Permanent	1/3/23	Muskegon
Career Navigator to Talent Development Instructor	Wendy Davis	Permanent	2/6/23	Barry
Career Coach to Talent Development Instructor	Erin Goossen	Permanent	2/13/23	Muskegon
Career Coach to Success Coach	Jennifer DeLeon	Permanent	2/13/23	Ottawa



Current

February 2023

CLASSIFICATION	Approved	Filled (Permanent)	Filled (Other)	Vacant
Accountant	3	2	0	1
Accounting Assistant	5	2	0	3
Accounting Manager	1	1	0	0
Accounting Supervisor	1	1	0	0
Apprenticeship Success Coordinator	2	2	0	0
Assessment Specialist	4	4	0	0
Assistant Manager	14	14	0	0
Attorney	2	2	0	0
Business Solutions Coordinator	4	4	0	0
Business Solutions Director	1	1	0	0
Business Solutions Manager	2	2	0	0
Business Solutions Representative	17	13	0	4
Career Coach	54	45	0	9
Career Navigator	28	24	0	4
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	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	0	0	1
Marketing & Communications Coordinator	3	2	0	1
Marketing & Communications Director	1	1	0	0
Performance Analyst	6	6	0	0
Policy Coordinator	3	2	0	1
Policy Manager	4	4	0	0
Procurement Manager	1	1	0	0
Project Manager	5	5	0	0
Quality Assurance Specialist	10	10	0	0
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	7	0	2
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>234</b>	<b>204</b>	<b>0</b>	<b>30</b>

<b>CLASSIFICATION</b>	<b>Filled</b>
Participant/Temporary	3



**ADMINISTRATIVE OFFICE**

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(616) 396-2154

## MEMORANDUM

**TO:** ACSET Governing Board

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

**DATE:** February 27, 2023

**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 positions would be appropriate:

#### Assistant Manager (1)

This new assistant manager position would report to the talent development manager and would assist with oversight of the talent development team.

#### Project Manager (2)

We are in need of two additional project managers to assist in the talent solutions and the business solutions departments. The talent solutions project manager would report to the talent solutions director and would assist in oversight of various services to special populations including refugees, justice involved, UIA referrals for reemployment services (RESEA), and migrant farmer seasonal workers. The business solutions project manager would report to the business solutions director and would assist in oversight of various projects including Going Pro Talent Fund, incumbent worker training, registered apprenticeship programs, on the job training administration, and grant management.

#### Success Coach (1)

We are in need of an additional success coach to support the growth of our retention solutions department as more employers are utilizing this service. Success coaches work directly with employers to help retain and provide customized resources to current employees to ensure long term workplace success.

**Accountant (1) and Budget Analyst (1)**

In order to provide adequate support in the fiscal department, we are in need of these two additional fiscal positions. These positions would assist with the organization's accounting functions including coordination of accounting functions, audits, reporting, monitoring of grants and expenditures, preparation and oversight of budgets, and financial planning and analysis.

**Action:**

We are requesting Governing Board approval to add these six positions to the West Michigan Works! staffing chart. We have adequate funding in our budget to support this request, and funds will come from a variety of sources including PATH, WIOA, Youth, Wagner Peyser, RESEA, and BRES (Barrier Removal Employment Success).

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**MEMORANDUM**

**TO:** ACSET Governing Board

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

**DATE:** February 27, 2023

**RE:** Request to add Diversity, Equity and Inclusion Policy

---

**Background:**

In an effort to create an equity learning and development program at West Michigan Works! to better serve our clients, in February of 2020 we implemented a Diversity, Equity and Inclusion work group consisting of various staff members within our organization. A group of 13 staff members from various roles, departments and locations was selected through an application process. Our criteria for selection of these staff members included those who were able and willing to commit to this project, those who have a passion and interest in addressing equity, and those with some knowledge and experience with equity and inclusion.

Working with outside consultants from the National Equity Project, the Equity Work Group met once a month from March 2020 through October 2021 to design an equity learning and development program for our organization. From these efforts learning opportunities were provided to all West Michigan Works! staff members through Affinity Healing Groups, Learning for Equity, quarterly onboarding for all new hires, and lunch and learn brown bags sessions.

As this group has continued to work on a variety of initiatives to learn about equity and its relationship to workforce development and economic security in West Michigan, the attached Diversity, Equity and Inclusion Policy was created for our organization.

**Action:**

We are requesting Governing Board approval to add this new Diversity, Equity and Inclusion Policy to our employee handbook.



**AREA COMMUNITY SERVICES EMPLOYMENT AND TRAINING COUNCIL  
(ACSET)  
DIVERSITY, EQUITY AND INCLUSION POLICY**

The Area Community Services Employment and Training Council (ACSET) employs a diverse workforce and seeks to maintain an environment that fosters and preserves a culture of diversity, equity and inclusion.

We embrace our differences in age, physical and mental abilities, race and ethnicity, family and marital status, sexual orientation and gender identity or expression, political affiliation, socio-economic status, and other characteristics that make us unique.

We will foster an inclusive culture by:

- Maintaining an awareness of and addressing unconscious biases.
- Ensuring fair treatment of job seekers and employees.
- Promoting a work environment that raises awareness of inequities, and fosters respect, trust and acceptance.
- Devoting resources to resolve issues of racism within our organization.
- Developing diversity training opportunities that support all employees by creating safe spaces for mentoring, addressing issues and recommending change in our workplace.
- Cultivating respectful communication between employees and community partners.
- Inviting participation from and listening to diverse perspectives in our collaborations.

Our diversity initiatives will include, but are not limited to the following:

- Incorporating DE&I practices and policies in our recruitment and selection processes.
- Continuing DE&I professional development and training programs.
- Participating in collaboratives that contribute to the welfare of the employers, employees and job seekers we assist.
- Working to develop and regularly report on meaningful metrics and performance measures to assess our progress in implementing this policy.
- Promoting awareness of our DE&I policy, including featuring it prominently on our website and other communications.

Our differences, along with the unique life experiences, knowledge and talents we bring to our work each day, define our organization and its culture.

As employees of ACSET, we have a responsibility to treat others with dignity, respect and acceptance during work hours and at work functions, and to attend training sessions to enhance our knowledge and understanding of diversity, equity and inclusion.

We are committed to the review and continuous improvement of our diversity, equity and inclusion practices. We will actively seek out learning opportunities to enhance these efforts.

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**MEMORANDUM**

**TO:** ACSET Governing Board

**FROM:** Essential Service Awards Ad-hoc Committee

**DATE:** February 27, 2023

**RE:** Essential Service Awards

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The annual [Beverly A. Drake Essential Service Awards](#) recognize the vital role that frontline workers have in our local economy. These awards honor individuals who go above-and-beyond their daily responsibilities and exhibit exceptional integrity, passion and commitment in their work.

The dedicated individuals in these front-line service roles are keeping the doors open, caring for families, keeping us healthy, stocking our shelves and keeping businesses running - and they are so important to our community.

58 Nominations were submitted in 8 categories: Administrative, Cleaning, Food Service, Government, Health Care, Nonprofit, Retail and Skilled Labor.

After the nominations were scored eight exceptional individuals were named the 2022 Essential Service Award winners:

- Bayard Brooks in Conference Services at Grand Rapids Community College
- Rufina Alvarado in Kennel Care at Paws with a Cause
- Tyler Eickhoff in Food Services at Creative Dinning Services - LG Energy Solutions
- Michelle Huerta an Eligibility Specialist with Ottawa County DHHS
- Julie Ellsworth a Certified Nursing Assistant at The Laurels of Carson City
- Dreama Parker a Family Support Worker/Case Aide at DA Blodgett - St. Johns
- Gordon Burnham in Retail Sales at the Comcast - Xfinity Store
- Ronald Vanden Toorn an Engineer Tech at Perrigo Oral Care

Members of the Essential Service Awards committee began going to the workplaces of each winner to congratulate them and present them with a certificate and gift card. Those celebrations will continue this and next week.

Please follow West Michigan Works! on social media to join the celebration and help us congratulate these individuals and their employers. The awardees will be formerly recognized at the February 27, 2023 Economic Club of Grand Rapids luncheon.