



Governing Board Meeting  
Westside Service Center  
215 Straight Ave. N.W.  
Grand Rapids, MI 49504

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

You can also dial in using your phone

+1 (929) 436-2866

Meeting ID: 950 4246 9029 Passcode: 739890

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

## AGENDA

1. Call to Order and Introductions
2. Public Comment – Agenda Items
3. Approval of the December 13, 2021 Minutes **Action Required**
4. 2022 Governing Board Election of Chair and Vice-Chairperson **Action Required**  
*Tawanna Wright, Staff Attorney*
5. Report on Financial Activities **Action Required**
  - a. Presentation of the Audited Financial Statements **Action Required**  
*Nathan C. Lipton, CPA, Wipfli LLP*
  - b. ACSET Financial Report - Notes to January 2022 Board Financials **Information Item**  
*Bob Perkins, Chief Financial Officer*
6. Report on Administrative Activities **Information Item**  
*Laura Krist, Human Resource Director*
  - a. ACSET Personnel Actions Report
  - b. ACSET Operations Staffing
  - c. Emergency Closure Policy **Action Required**
7. Virtual Dashboard and Solutions Driven Updates **Information Item**  
*Angie Barksdale, Chief Operating Officer*
8. Other Business **Information Item**
  - a. April Governing Board Meeting  
*Jacob Maas, Chief Executive Officer*
  - b. Governing Board Member Orientation  
*Jacob Maas*
9. Public Comment
10. Adjournment

**Next Scheduled Governing Board Meeting:**  
**Monday, April 25, 2022 at 8:30 a.m.**  
**Location: Westside Service Center**



**Governing Board Meeting**  
**Frederik Meijer Gardens (Hauenstein Room)**  
**1000 East Beltline NE • Grand Rapids, MI 49525**  
<https://westmiworks-org.zoom.us/j/95945276342>  
**You can also dial in using your phone**  
**+1 (929) 436-2866**  
**Meeting ID: 959 4527 6342 Passcode: 981796**  
**Monday, December 13, 2021 • 11:00 a.m. – 11:30 a.m.**

### MINUTES

**Governing Board Members Present:** Commissioners Garcia, Lenear, De Young, Storey, Geiger, Tiejema, LaGrand, Stek, Baker, Scolnik, Pego, Bergman, Reppart

**Governing Board Members Absent:** Commissioner Womack

**Staff Present:** Jacob Maas, Janette Monroe, Melanie White (virtual), Tawanna Wright (virtual)

**Guests Present:** None

1. Call to Order by Commissioner Garcia at 11:04 a.m.
2. Public Comment- Agenda Items- None.
3. Approval of the October 25, 2021 Minutes

**Action Required**

**Motion – Com. Bergman**

**Second – Com. Lenear**

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

4. WMW WDB Resignation and Nomination (75% affirmative vote of members present) **Action Required**  
 Jacob Maas, Chief Executive Officer reported that staff were recently notified that Jim Edmonson needed to step down from his Economic Development representation seat on the WDB. Jim has since recommended Morgan Carroll, Director of Business Development with Greater Muskegon Economic Development to fill the seat. Jacob reviewed the memo detailing Morgan's experience, her knowledge of the Michigan Works! Agencies, and committee and board experience. Jacob noted that the Executive Leadership Committee of the WDB supported Morgan's nomination on November 8, 2021 and are requesting formal appointment of Morgan to fill the open seat as an Economic Development representative on the WDB, with a term of office through October 31, 2022.

**Motion – Com. Tiejema**

**Second – Com. LaGrand**

**Roll call vote taken.**

**Item Approved by Vote – All 13 members present voted affirmatively. Motion carried.**

5. Request for Closed Session: Chief Executive Officer (CEO) Annual Review (roll call vote) **Action Required**  
 Jacob Maas, Chief Executive Officer, reported that he would like to go into closed session to discuss his 2021 CEO annual performance review with Governing Board Members.

**Motion – Com. Bergman**

**Second – Com. Storey**

**Roll call vote taken. All 13 members in attendance voted affirmatively.**

**The meeting went into closed session at 11:08 a.m.**

**The meeting was brought back to open session at 11:28 a.m. by Chairperson Garcia.**

6. Approval of the December 13, 2021 Closed Session Minutes **Action Required**

Chairperson Garcia reported that Governing Board members were provided with a printed copy of closed session minutes to review. Commissioner Garcia requested a motion to approve the closed session minutes, which confirm that the CEO 2021 annual key objectives were met.

**Motion – Com. Geiger**

**Second – Com. Tiejema**

**Item Approved by Vote – All 13 members present voted affirmatively. Motion carried.**

Commissioner Garcia made a motion to approve the suggested performance incentive for Mr. Maas based on meeting his 2021 yearly objectives.

**Motion – Com. Tiejema**

**Second – Com. Storey**

**Item Approved by Vote – All 13 members present voted affirmatively. Motion carried.**

7. Chief Executive Officer Contract **(75% affirmative vote of members present)** **Action Required**

Jacob Maas, reported that he recently met with Chairperson Garcia, Vice-Chairperson Lenear, and Kristen E. Guinn (Attorney, Smith Haughey Rice & Roegge), to discuss and make provisional changes to the CEO employment contract between ACSET Mr. Maas. The Governing Board reviewed and discussed the proposed contract revisions, which are outlined as follows:

1. Paragraph 4(A):

- i. The applicable salary has been updated to reflect the current salary of Mr. Maas (\$190,000).
- ii. The date of the salary increase has been updated to January 1, 2022.

2. Paragraph 4(B):

- i. Reference to the Employee Handbook has been added to simplify the summary of benefits that Mr. Maas shall receive under the contract, with mention of 224 hours of annual leave.
- ii. A direct reference to the “Top of Scale Pay” section of the Handbook was added to reflect Mr. Maas’ ability to receive this benefit.

3. Paragraph 4(C):

- i. The vehicle lease allowance was increased to \$600/month up until March 1, 2023, at which time the vehicle lease allowance shall increase to \$800/month. Language that Mr. Maas is responsible for personal taxes associated with the vehicle has been added as well.

4. Paragraph 5:

- i. The effective date and term have been updated.
- ii. Language related to a 360-degree evaluation to occur every 3 years has been added. The review shall be conducted by an outside consultant.

During the discussion Commissioner Tiejema inquired about personal use of the leased vehicle. Commissioner Scolnik inquired about the comparability of Mr. Maas’ salary to the private sector. More discussion took place. Jacob also explained that his “Top of Scale Pay” will start in 2023 and is in alignment with the organization’s pay scale. Commissioner Lenear commented that Mr. Maas’ salary is based on where he is now with the organization, and after 2022, the CEO will no longer receive a performance incentive. She agreed that Jacob’s receipt of Top of Scale pay is in line with what the rest of ACSET staff

receive. Board members thanked Jacob for his discussion on the contract wages. Commissioner Garcia requested a motion to support the CEO Contract.

**Motion – Com. Lenear**

**Second – Com. LaGrand**

**Item Approved by Vote – All 13 members present voted affirmatively. Motion carried.**

- 8. Other Business-None. **Information Item**
- 9. Public Comment- None.
- 10. Adjournment at 11:48 a.m. by Chairperson Garcia

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

**ADMINISTRATIVE OFFICE**

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

**SERVICE CENTERS**

**Allegan County**

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

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

**Barry County**

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

**Ionia County**

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

**Kent County**

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

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

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

**Montcalm County**

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

**Muskegon County**

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

**Ottawa County**

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

**MEMORANDUM**

**TO:** ACSET Governing Board

**FROM:** Tawanna Wright, Staff Attorney

**DATE:** February 28, 2022

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

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 28 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 the City of Grand Rapids' turn to serve as Chairperson of the Board for 2022. The names of the two representatives from the City of Grand Rapids Board of Commissioners (Commissioners Senita Lenear and Kurt Reppart) who will be serving on the 2022 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 Allegan County. The names of the two representatives from the Allegan County Board of Commissioners (Commissioners Mark De Young and Jim Storey) who will be serving on the 2022 ACSET Governing Board will be considered for Vice-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 Vice-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 Vice-Chair, then action (i.e., nomination\* and a vote of yeas and nays) would be required by the members to officially elect the representative as Vice-Chair.

\*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 2022 – December 2022**

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	Ben Geiger (Chair)
<b>Ionia County</b>	County Board Chair or Designee	Larry Tiejema (Vice-Chair, Designee)
<b>Kent County</b>	County Board Chair or Designee	Matt Kallman (Designee)
	County Board Member	Melissa LaGrand (Member)
	County Board Member	Robert Womack (Member)
<b>Montcalm Co.</b>	County Board Chair or Designee	Ron Baker (Designee)
<b>Muskegon Co.</b>	County Board Chair or Designee	Bob Scolnik (Chair)
	County Board Member	Malinda Pego (Member)
<b>Ottawa Co.</b>	County Board Chair or Designee	Matt Fenske (Chair)
	County Board Member	Frank Garcia (Designee)
<b>City of Grand Rapids</b>	Mayor or Designee	Senita Lenear (Designee)
	City Commission Member	Kurt Reppart (Member)

2.2022

February 10, 2022

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, 2021, and have issued our report thereon dated February 10, 2022. 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 June 11, 2021, 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.



Board of Directors  
Area Community Services Employment and Training Council  
Page 2  
February 10, 2022

### 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 are not aware of any documents or other information containing audited financial statements and, furthermore, management has not requested us to devote attention to any documents containing 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 June 11, 2021, 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 existing policies was not changed during the period under audit.

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.

Board of Directors  
Area Community Services Employment and Training Council  
Page 3  
February 10, 2022

### 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 10, 2022, 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,

  
Wipfli LLP

Enclosure

**ADMINISTRATIVE OFFICE**

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

February 10, 2022

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

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

Wipfli LLP

2501 West Beltline Highway, Suite 401

P.O. Box 8700

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

Madison, WI 53708-8700

**Barry County**

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

**Ionia County**

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

**Kent County**

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

This representation letter is provided in connection with your audit of the financial statements of Area Community Services Employment & Training Council (the "Organization"), which comprise the financial statements of governmental activities as of June 30, 2021, the related major fund, and the aggregate remaining fund information, and the related notes to the financial statements for the purpose of expressing an 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).

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

This representation letter is also provided in connection with your audit of the federal award programs of Area Community Services Employment & Training Council (the "Organization") as of and for the year ended June 30, 2021, 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.

**Muskegon County**

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

**Ottawa County**

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

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.

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, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

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

#### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 11, 2021, including our responsibility for the preparation and fair presentation of the financial statements in accordance with GAAP.
2. The financial statements referred to above are fairly presented in conformity with GAAP.
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 related to accrued tuition, are reasonable.
6. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.



8. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with GAAP.
9. Material concentrations have been properly disclosed in accordance with GAAP.
10. Contributed services that are or are not required to be recorded as contributions under FASB ASC 958-605 (formerly SFAS No. 116).
11. Guarantees, whether written or oral, under which the Organization is contingently liable, have been properly recorded or disclosed in accordance with GAAP.
12. We accept responsibility for and have designated an individual with suitable skill, knowledge, or experience to oversee the following nonattest services:
  - a. Financial statement assistance preparation
  - b. Data collection form preparation
  - c. Tax return preparation

**Information Provided**

13. 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, documentation, and other matters, and all audit or relevant monitoring reports, if any, received from funding sources.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the Organization from who you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.

14. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the SEFA.
15. 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.
16. We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization involving:
  - a. Management.
  - b. Employees who have significant roles in internal control.
  - c. Others where the fraud could have a material effect on the financial statements.
17. We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
18. We have no knowledge of any instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse whose effect should be considered when preparing financial statements.
19. 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.
20. We have disclosed to you the identity of the Organization's related parties and all the related party relationships and transactions of which we are aware.
21. The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any material asset been pledged.
22. Receivables recorded in the financial statements represent valid claims against debtors for services provided or other charges arising on or before the statement of financial position date and have been reduced to their estimated net realizable value.

23. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.
24. The Organization 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.
25. 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 Organization vulnerable to the risk of severe impact that have not been properly disclosed in the financial statements.
26. We have identified and disclosed to you all instances, which 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.
27. We have identified and disclosed to you all 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.
28. We have identified and disclosed to you all instances, which 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.
29. Area Community Services Employment & Training Council is an exempt organization under Section 501 (c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up to date.
30. We acknowledge our responsibility for presenting the Budgetary Comparison Schedule – General Fund and Schedule of Expenditures of Federal Awards (the



“supplementary information”) in accordance with accounting principles generally accepted in the United States, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States. 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.

### **With Respect to Federal Award Programs**

#### **31. With respect to federal award programs:**

- a. We are responsible for understanding and complying with and have complied with the requirements of the Uniform Guidance and any other applicable laws and regulations and provisions of contracts and grant agreements, including requirements relating to preparation of the SEFA.
- b. We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations and the terms and conditions of federal awards that are considered to have a direct and material effect on each major federal program.
- c. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards. We believe the internal control system is adequate and is functioning as intended.
- d. We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relating to federal programs and related activities.
- e. We have received no requests from a federal agency to audit one or more specific programs as a major program.



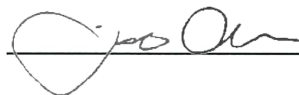
- f. We have complied with the direct and material compliance requirements, including when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards and have confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- g. We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the applicable compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- h. 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.
- i. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2CFR Part 200, Subpart E).
- j. We have disclosed to you our interpretation of compliance requirements that have varying interpretations, if any.
- k. We have made available to you all documentation relating to the compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- l. 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.
- m. 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.

- n. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.
  - o. 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.
  - p. We have charged costs to federal awards in accordance with applicable cost principles.
  - q. 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.
  - r. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
  - s. We are responsible for and will accurately complete the auditee section of the Data Collection Form as required by the Uniform Guidance.
  - t. We have disclosed to you all contracts or other agreements with our service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.
32. There have been no irregularities or instances of fraud involving management, employees who administer federal programs, or other employees that could have a material effect on federal programs.
33. We have identified to you any previous audits, attestation engagements, or other studies related to the audit objectives and whether related recommendations have been implemented.

#### **Schedule of Expenditures of Federal Awards**

34. We acknowledge our responsibility for presenting the SEFA in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement and presentation of the SEFA 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 SEFA.
35. 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, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.

Sincerely,



Jacob Maas, Chief Executive Officer

2/10/2022

DATE



Robert Perkins, Chief Financial Officer

2/10/2022

DATE

**ADMINISTRATIVE OFFICE**

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

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

3255 122nd Ave  
Allegan, MI 49010  
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**Ottawa County**

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

**MEMORANDUM**

**TO:** ACSET Governing Board

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

**DATE:** February 28, 2022

**RE:** January 2022 Board Financials

**Revenue**

Revenues for the seven months ending January 31, 2022 total \$18.8 million which is \$6.4 million over prior year revenue and .69% over current year budgeted revenue.

**Expenditures**

Overall operating expenses are over the proposed budget by .66%.

- Fringe Benefits are up \$180K from the prior year due to health insurance costs that are up 16.6% over the previous year
- Consumables are \$220K more than the prior year. This increase is due to office furniture purchased for the Ottawa and Ionia service centers - \$217.5K
- Outside Services are up by \$246K compared to prior year. Year-to-date budget variance is 25.15% which amounts to \$156K over budget. The following items make up the majority of the difference:
  - Includes \$128K related to the build out of the Ionia service center
  - Work Ready Assessment Web Applications Project with a cost of \$80K
  - \$36K Career Coach Curriculum – GRCC
- Equipment Purchases is up by \$145K compared to prior year. Year-to-date budget variance is 14.59% which is \$22K over budget. Below are the main items that contributed to the increase
  - \$10.9K Ricoh Copier for Ottawa Service Center – Applied Imaging
  - \$10.9K Ricoh Copier for Ionia Service Center – Applied Imaging
  - \$22.2K Chevy Malibu car purchase for PATH
  - \$100K in replacement Lap Top computers

Subcontractors is up over the prior year by \$129K. The increase is due to Future of Work grant of \$81k as well as an increase in the WIOA Out-of-School Youth program spending of \$57K and a reduction in WIOA In-School Youth Program.

Training expenses are \$5.4 million more than the previous year. Going Pro Talent Fund (GPTF) was not funded by the State during calendar year 2020.

Direct Client Expenses are \$55K under the previous year. This difference is due to the Community Ventures fund expending less in housing, auto purchases, and public transportation.

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

	YTD Thru January 2022 Actual	YTD Thru January 2021 Actual	YTD 2021/2022 Budget	Budget Variance	Budget Variance %
<b>Total Revenue</b>	<u>\$ 18,785,958</u>	<u>\$ 12,411,865</u>	<u>\$ 18,657,008</u>	<u>\$ 128,950</u>	<u>0.69%</u>
<b>Expenses</b>					
<b>Operating Expenses</b>					
<b>Wages</b>	\$ 6,173,280	\$ 5,999,547	6,187,684	\$ 14,404	0.23%
<b>Fringe Benefits</b>	2,210,785	2,030,574	2,099,989	(110,796)	-5.28%
<b>Consumable supplies</b>	656,877	436,437	605,859	(51,018)	-8.42%
<b>Transportation</b>	41,786	37,688	95,075	53,289	56.05%
<b>Outside services</b>	777,759	531,501	621,458	(156,301)	-25.15%
<b>Space and communications</b>	1,030,488	1,120,798	1,022,344	(8,144)	-0.80%
<b>Equipment rent and maint</b>	34,931	23,344	29,417	(5,514)	-18.74%
<b>Equipment purchases</b>	172,025	27,175	150,125	(21,900)	-14.59%
<b>Other expense</b>	364,770	423,420	396,730	31,960	8.06%
<b>Total operating expense</b>	<u>11,462,701</u>	<u>10,630,484</u>	<u>11,208,681</u>	<u>(254,020)</u>	<u>-2.27%</u>
<b>Subcontractors</b>	\$ 435,719	\$ 305,707	\$ 504,750	\$ 69,031	13.68%
<b>Training</b>	\$ 6,261,277	\$ 808,354	\$ 6,231,301	\$ (29,976)	-0.48%
<b>Direct Client Expenses</b>	<u>\$ 620,144</u>	<u>\$ 674,500</u>	<u>\$ 712,276</u>	<u>\$ 92,132</u>	<u>12.93%</u>
	<u>\$ 7,317,140</u>	<u>\$ 1,788,561</u>	<u>\$ 7,448,327</u>	<u>\$ 131,187</u>	<u>1.76%</u>
<b>Total Expenses</b>	<u>18,779,841</u>	<u>12,419,045</u>	<u>18,657,008</u>	<u>(122,833)</u>	<u>-0.66%</u>
<b>Excess of Revenue over Expense</b>	<u>6,117</u>	<u>(7,180)</u>	<u>-</u>	<u>6,117</u>	<u>0.03%</u>

Unaudited

## ACSET Personnel Actions – February 18, 2022

CLASS	EMPLOYEE	APPOINTMENT	DATE	LOCATION
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### Appointments

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Business Solutions Representative	Jason Khoury	Permanent	10/26/21	Westside, GR
	Sadie Morrissey		11/15/21	Westside, GR
Career Coach	Ahmed Al Aabodi	Permanent	1/10/22	Franklin, GR
	Zina Bellinger		11/15/21	Montcalm
	Amiya Ezell-Taylor		1/3/22	Muskegon
	Jameila McDonald		1/26/22	Franklin, GR
	Sherry Moore		11/22/21	Ottawa
	Carlinda Peoples		1/3/22	Muskegon
	Elayna Winters		1/31/22	Franklin, GR
Career Navigator	John Crowley	Permanent	10/25/21	Franklin, GR
	Joseph Miller		1/3/22	Franklin, GR
Marketing & Communications Coordinator	Tyler Beggs	Permanent	2/1/22	Admin, GR
Talent Solutions Manager	Belma Hernandez	Permanent	1/10/22	Ottawa

### Separations

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Separation Date</u>	<u>Location</u>
Assistant Manager	Erin Tarkington	Permanent	11/1/21	Ionia/Montcalm
Business Solutions Representative	Olivia Blomstrom	Permanent	11/12/21	Montcalm
	Suzanne Melin		12/17/21	Westside, GR
Career Coach	Emmitt Davis	Permanent	11/12/21	Muskegon
	Rose Mayan		10/22/21	Franklin, GR
	Zahary Yokom		2/11/22	Franklin, GR
Career Navigator	Wanda Jackson	Permanent	12/31/21	Franklin, GR
	Marlene Puente		1/21/22	Ottawa
	Melissa VanWyk		2/10/22	Muskegon
Human Resource Assistant	Heather Bazner	Permanent	10/22/21	Admin, GR
Success Coach	Natalie Cavagetto	Permanent	11/2/21	Westside, GR
Talent Solutions Director	Brittany Lenertz	Permanent	2/1/22	Muskegon
Talent Solutions Manager	Shana DeWent	Permanent	10/26/21	Ottawa

**Promotions/Transfers**

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Career Coach to Success Coach	Cara Achterhoff Amanda Balcom	Permanent	10/25/21 2/7/22	Ottawa Muskegon
Career Coach to Assistant Manager	Shawn Malec Susan Witzel	Permanent	10/25/21 12/13/21	Ottawa Ionia/Montcalm
Business Solutions Coordinator to Industry Council Lead	Trevor Mier	Permanent	11/3/21	Westside, GR
Records Service Specialist to Business Solutions Coordinator	Amanda Flodin	Permanent	1/24/22	Westside, GR
Policy Manager to Talent Solutions Director	Tasha Evans	Permanent	2/14/22	Westside, GR

Current

February 2022

CLASSIFICATION	Approved	Filled (Permanent)	Filled (Other)	Vacant
Accountant	3	3	0	0
Accounting Assistant	5	3	0	2
Accounting Manager	1	1	0	0
Accounting Supervisor	1	1	0	0
Apprenticeship Success Coordinator	2	2	0	0
Assessment Specialist	4	4	0	0
Assistant Manager	14	13	0	1
Attorney	2	2	0	0
Business Solutions Coordinator	4	4	0	0
Business Solutions Director	1	1	0	0
Business Solutions Manager	2	2	0	0
Business Solutions Representative	17	13	0	4
Career Coach	54	44	0	10
Career Navigator	26	21	0	5
Chief Executive Officer	1	1	0	0
Chief Financial Officer	2	1	0	1
Chief Operating Officer	1	1	0	0
Computer Support Specialist	2	2	0	0
Custodian	1	0	0	1
Director of Development and Innovation	1	0	0	1
Executive Assistant	1	1	0	0
Facilities Coordinator	1	1	0	0
Facilities Manager	1	1	0	0
Human Resource Assistant	3	2	0	1
Human Resource Director	1	1	0	0
Industry Council Leads	5	5	0	0
Information Technology Manager	1	1	0	0
Marketing & Communications Assistant	1	1	0	0
Marketing & Communications Coordinator	3	2	0	1
Marketing & Communications Director	1	1	0	0
Performance Analyst	6	6	0	0
Policy Coordinator	3	2	0	1
Policy Manager	4	3	0	1
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	4	0	0
Retention Solutions Manager	1	0	0	1
Success Coach	2	2	0	0
Talent Development Instructor	11	10	0	1
Talent Development Manager	1	1	0	0
Talent Development Specialist	9	8	0	1
Talent Solutions Director	1	1	0	0
Talent Solutions Manager	6	6	0	0
Training Consultant	1	1	0	0
Youth Solutions Manager	1	1	0	0
<b>TOTALS</b>	<b>233</b>	<b>200</b>	<b>0</b>	<b>33</b>

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

## **ACSET/West Michigan Works! Emergency Closure Policy**

### **Purpose:**

In the interest of employee safety, the Chief Executive Officer of ACSET/West Michigan Works! may modify regular office hours in cases of severe weather or other emergency conditions. This policy provides procedures which are to be utilized in such cases.

### **Scope:**

This policy applies to all employees working remotely or within an ACSET/West Michigan Works! facility. It defines the policy and procedures related to closing ACSET/West Michigan Works! facilities in the event of an emergency.

### **Procedures:**

#### **Assessment of Conditions**

- 1) **Sever Weather:** The Chief Executive Officer (or designated alternate) will assess weather conditions directly and/or indirectly, as appropriate. This assessment may include contacting outside agencies such as the following:
  - National Weather Service
  - Department of Health and Human Services
  - Michigan State Police
  - County Road Commissions
  - Local/Regional Area Transit Authority
- 2) **Other Emergency Conditions:** Any staff person who becomes aware of other emergency conditions ( e.g. tornado warning, fire, power outages) that might require modification of office hours shall report the condition immediately to his/her direct supervisor or member of management who will assess the situation. If deemed necessary, such assessment shall be reported to the Chief Executive Officer or Chief Operating Officer along with a recommendation regarding modification of office hours.

#### **Decision to Modify Office Hours**

Any decision to modify office hours shall be made by the Chief Executive Officer (or designated alternate) who will coordinate the notification of staff.

#### **Notification of Staff**

When normal office hours are to be modified, the Chief Executive Officer (or designated alternate) will coordinate the immediate notification of staff as follows:

- 1) A message will be posted on the ACSET/West Michigan Works! building closure line at (616-336-4112) as quickly as possible once the decision to close has been made. All staff are advised to call the building closure line when it seems likely that the offices will be closed due to inclement weather conditions.

- 2) When offices will be closed early, the Chief Executive Officer (or designated alternate) will notify each Director who will inform their respective staff members as soon as possible.

**Notification of Media**

In the event of an unforeseen West Michigan Works! service center closure (e.g. inclement weather, power outages, fire, flood, etc.) the Marketing and Communications Director will notify the public via media outlets, websites, and social media.

**Payroll Considerations**

On a day that the offices are officially closed, the following will apply for payroll purposes:

- 1) If an employee had previously requested sick, vacation or floating holiday compensation, that request will be honored.
- 2) If an employee is scheduled to work remotely, the employee will continue to work the normally scheduled hours.
- 3) If an employee is scheduled to work at an ACSET/West Michigan Works! facility, the employee may be paid up to eight (8) hours per day for the hours he/she is normally scheduled to work. In order to adequately provide services to our job seekers, such employees may be called upon to work remotely provided adequate resources to conduct business are available.

In addition, reasonable accommodations will be made when work locations remain open but an employee is unable to report to work for a portion or all of his/her scheduled hours due to a combination of physical limitations and weather conditions. Such accommodations will include the use of available accrued leave or adjustment in the employee's regularly scheduled hours subject to the approval of the employee's direct supervisor.

## Workforce Development Board Dashboard Narrative

October 2021 – December 2021

### Service Center Traffic & Call Volume

Data represented as service center traffic and call volume includes total counts for both foot traffic and virtual UIA appointments to assist job seekers with registering to work.

In response to Covid-19, WMW shifted from tracking foot traffic to tracking number of calls received in March of 2020. In July 2020 call volume began a steady decline as UIA issues began to stabilize and WMW staff were no longer providing direct UIA assistance. Although WMW welcomed back walk-in foot traffic in mid-June 2021, we did not reinstate previous self-check in practices due to the development, training and implementation of a new tracking system.

In October of 2021, we began testing the new tracking system and returned to capturing foot traffic across all seven counties. During this transition, UIA reinstated the requirement to register for work and the previously tracked service center calls shifted to include only UIA virtual appointments. Data that is not reflected in Q1 are the virtual services being provided without an appointment and those being provided through workshops, focused job search, and coaching sessions.

We anticipate being able to capture all virtual services with the next stage of implementation.

### Diversity of Job Seekers

With the implementation of the new system mentioned above, WMW has resumed tracking demographic data. Although we are in the early stages of collecting this information, we will continue to monitor and evaluate race, ethnicity, and gender as we move forward.

### Employers Served

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

### Diversity of Employers

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

### Jobs Filled by Industry

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

### Training: Credentials by Industry

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

### Training: Going PRO Talent Fund

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

### Hiring Events

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

### Retention Solutions Network

Due to COVID-19, Success Coaches provided virtual open-hours for each employer while maintaining a flexible work schedule to meet the needs of the employees, rather than having dedicated onsite hours. This data reveals the total number of employees served but does not consider the high number of touchpoints each employee had with our Success Coaches. The barriers addressed include transportation, housing, medical bills, and utilities, so that employees can successfully engage in the workplace.

Additionally, WMW experienced staffing turnover during this quarter which resulted in time spent onboarding, training, and cultivating new and existing employer relationships.

### WorkReady Certificates

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



## Service Summary Oct 1, 2021 to Dec 31, 2021

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

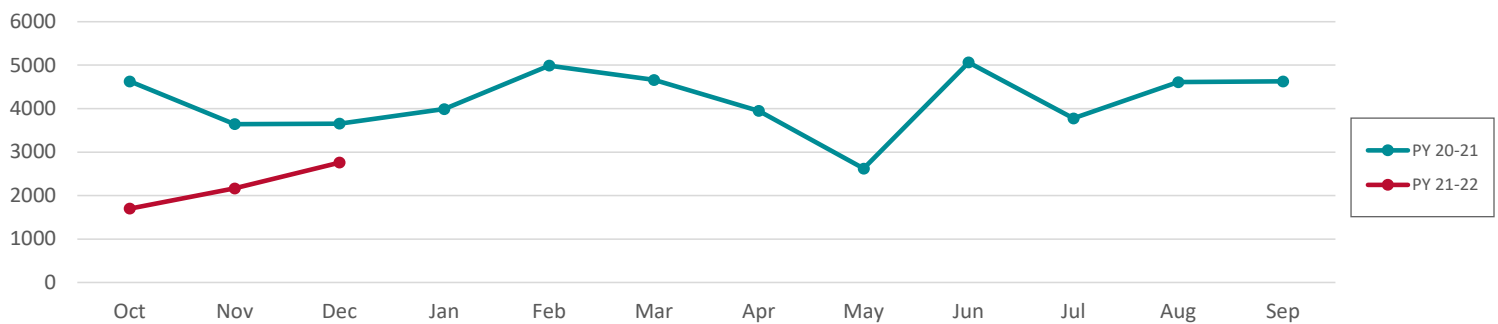


Pipeline Development



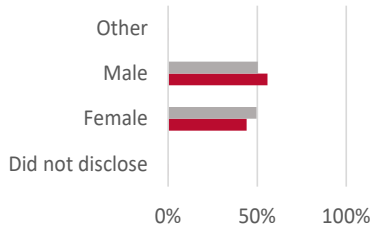
Diversity and Inclusion

### Service Center Traffic & Call Volume\* (PY comparison by month) \*call volume not included in PY 21-22 numbers



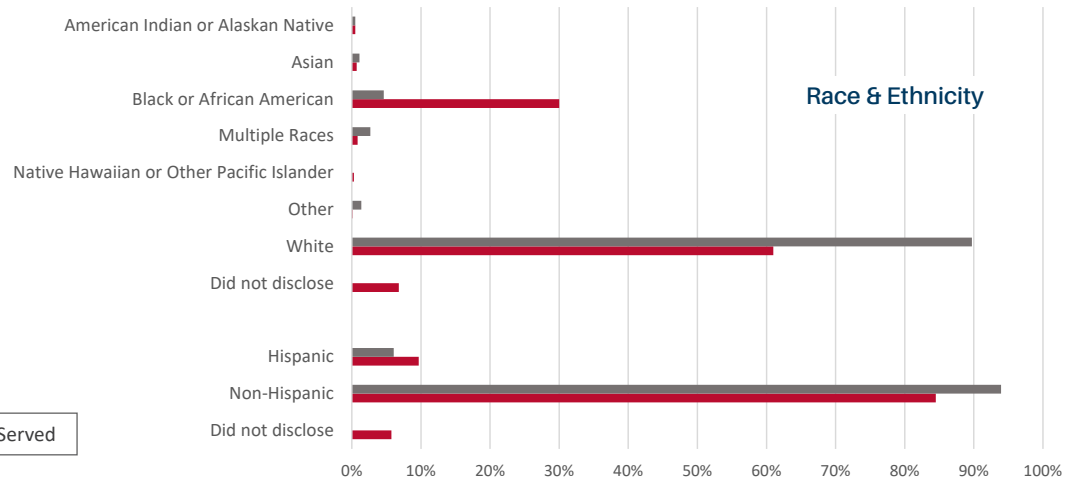
### Diversity of Job Seekers Served

#### Gender

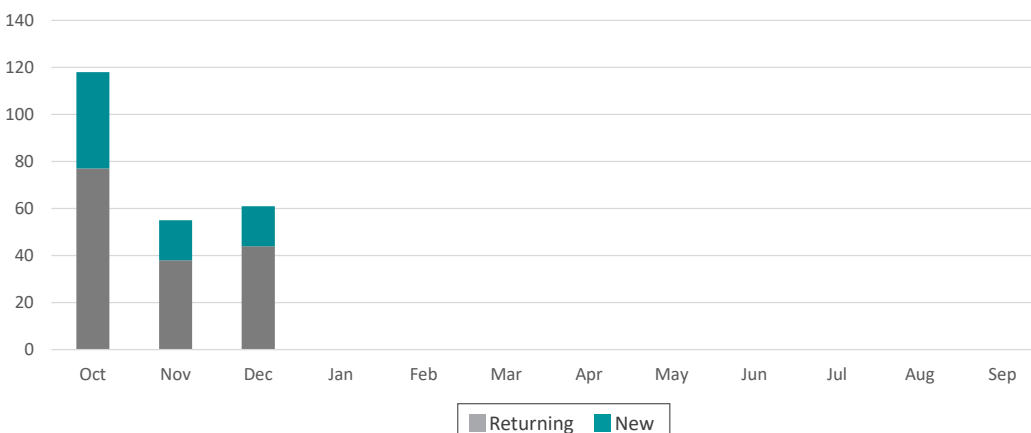


■ WMW! Region ■ Job Seekers Served

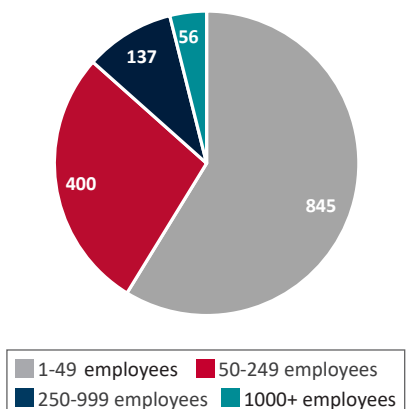
#### Race & Ethnicity



### Employers Served (unique count)



### Diversity of Employers Served (by size)



## Jobs Filled by Industry

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Agribusiness	0	0	0									
Construction	0	38	0									
Health Care	65	59	200									
Information Technology	0	0	0									
Manufacturing	461	300	313									
Other	58	141	77									
<b>TOTAL</b>	<b>584</b>	<b>538</b>	<b>590</b>									

## Training: by Industry

	New Hire	Classroom	Apprenticeship	Credentials Earned
Agribusiness	1	0	0	0
Construction	1	51	1	1
Health Care	6	133	13	17
Information Technology	10	1	0	0
Manufacturing	39	6	0	0
Other	17	21	1	43
<b>TOTAL</b>	<b>74</b>	<b>212</b>	<b>15</b>	<b>61</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 FY21

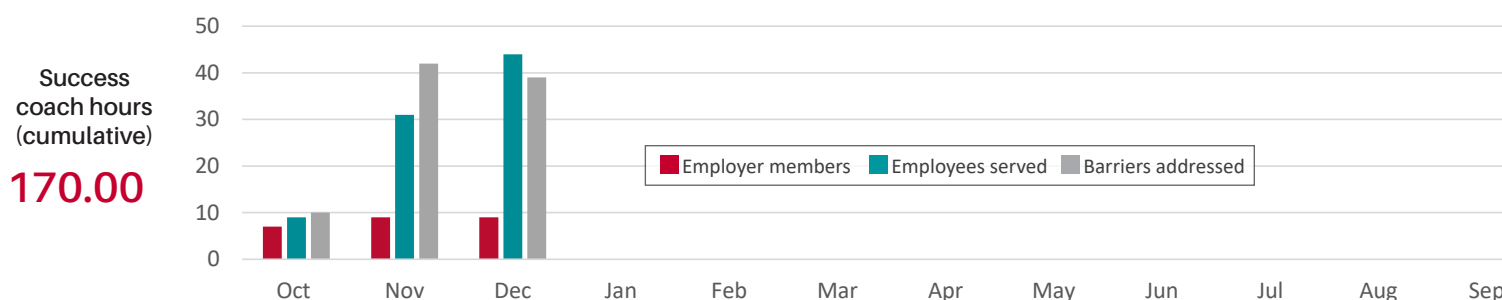
	New Hire	Classroom	Apprenticeship
Agribusiness	117	108	0
Construction	26	53	5
Health Care	420	96	11
Information Technology	92	103	0
Manufacturing	819	850	9
Other	169	342	0
<b>TOTAL</b>	<b>1643</b>	<b>1552</b>	<b>25</b>

Numbers as of January 18, 2022

## Hiring Events

	Events	Participating Employers	Job Seekers
Q1	2	78	38
Q2			
Q3			
Q4			
<b>TOTAL</b>	<b>2</b>	<b>78</b>	<b>38</b>

## Retention Solutions Network



## WorkReady Certificates Earned (cumulative)

<b>948</b>	<b>79</b>	<b>29</b>	<b>34</b>
Pre-Assessments	Post-Assessments	WorkReady Certificates	WorkReady Plus Certificates



Service Summary  
Oct 1, 2021 to Dec 31, 2021

**ADMINISTRATIVE OFFICE**

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

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

3255 122nd Ave  
Allegan, MI 49010  
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**Kent County**

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10075 Northland Dr NE  
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**Montcalm County**

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Greenville, MI 48838  
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**Muskegon County**

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(231) 724-6381

**Ottawa County**

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

**MEMORANDUM**

**TO:** ACSET Governing Board

**FROM:** West Michigan Works! Staff

**DATE:** February 28, 2022

**RE:** Solutions Driven Updates

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**Grants – New**

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

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

**Grants - Ongoing**

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



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

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

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

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

## Industry Talent Councils

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

**Construction Careers Council (CCC)**: This is a newly formed West Michigan Works! supported Industry Talent Council. The council was formed in May 2021 and council members represent a broad range of construction trades. The CCC will continue to work closely with the Construction Workforce Development Alliance (CWDA) led by Associated Builders and Contractors. The council's key strategies are Recruit, Train, and Sustain. A few initiatives to highlight include a Traveling Roadshow teaching students about construction careers, programs to be rolled out for Careers in Construction month in October. Additionally, the council will be [accepting nominations](#) for March's Women in Construction Week, beginning February 14<sup>th</sup>. All nominees will be highlighted on the CCC website along with a newsletter series.

**Discover Manufacturing (DM)**: High School students can now apply for a scholarship on the DM website. Discover Manufacturing will award up to \$6,000.00 in scholarships from \$500 to \$2,000 in 2022. Since 2018, Discover Manufacturing has awarded over \$10,000 in scholarships to students who plan to use their skills and education to make a rewarding career in the Advanced Manufacturing Industry. Additionally, information on the Adopt-A-School program, including a toolkit has been added to the DM website. Adopt-A-School is an initiative that looks to promote careers in West Michigan's manufacturing industry by establishing partnerships between employers and students of all ages. The program is designed to mutually benefit both local businesses and their surrounding schools.

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

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

### **WMW Sponsored Registered Apprenticeships**

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

### **Programs**

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

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

**MiCareerQuest 2022**: After much deliberation the MiCareerQuest Steering Committee has decided not to hold the traditional large in-person event at DeVos in 2022. Instead, schools will have the opportunity to register for MiCareer Conversations. Students will receive career awareness resources that will allow them to explore career opportunities in West Michigan’s high demand industries. Following the career exploration, students will meet virtually with industry representatives across the Advanced Manufacturing, Agribusiness, Construction, Health Sciences, and Information Technology industries.

## Initiatives

**2022 Hot Jobs Report and Career Pathway Maps:** West Michigan Works! will publish an updated report of West Michigan's most in-demand jobs in February. New this year will be the addition of Career Pathway Maps tied to each occupation listed on the report. The Career Pathway maps will provide helpful career guidance to job seekers, educational institutions, and career coaches.

**Director of Talent Solutions and Director of Innovation & Strategy:** West Michigan Works! is pleased to announce Tasha Evans has been promoted to the Director of Talent Solutions position beginning February 14, 2022. Tasha has worked for the Michigan Works! since 2002. Staff are currently interviewing for the Director of Innovation & Strategy position. This position will be responsible for overseeing innovations and initiatives that are outside the core Michigan Works! programming such as CareerPoint, RiseUp, HireReach, MiCareerQuest, Retention Solutions, and some youth employment initiatives.