Governing Board Meeting
https://global.gotomeeting.com/join/664858677
You can also dial in using your phone.
United States: +1 (872) 240-3311
Access Code: 664-858-677
Monday, June 22, 2020 ▪ 8:30 a.m. – 10:00 a.m.

AGENDA

1. Call to Order and Roll Call
2. Public Comment – Agenda Items
3. Approval of the April 27, 2020 Minutes **Action Required**
4. Report on Financial Activities: *Brenda Isenhart, Chief Financial Officer*
   a. ACSET Financial Report- Notes to May 2020 Board Financials **Information Item**
   b. FYE 2020 Budget Modification ***(75% affirmative vote of members present)*** **Action Required**
5. Bylaws of the West Michigan Works! (WMW) Workforce Development Board (WDB) **Action Required**
   Tawanna Wright, Staff Attorney ***(75% affirmative vote of members appointed and serving)***
6. West Michigan Works! (WMW) Workforce Development Board (WDB) Terms of Office
   Jacob Maas, Chief Executive Officer **Information Item**
7. Report on Administrative Activities: *Laura Krist, Human Resource Director*
   a. ACSET Personnel Actions Report **Information Item**
   b. ACSET Operations Staffing **Information Item**
8. Strategic Plan Update**:** *Angie Barksdale, Chief Operating Officer* **Information Item**
9. Solutions Driven Updates: *Angie Barksdale* **Information Item**
10. Other Business, *Jacob Maas* **Information Item**
    a. MWA Legislative Day- canceled, looking at virtual event
    b. MiCareerQuest 2020- canceled, looking at other options. Next year: April 21, 2021
    c. Census 2020, Complete Count: https://www.westmiworks.org/census-2020/
    d. Future for Frontliners, Relaunching America's Workforce Act (RAWA), Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act
    e. National Association of Workforce Boards (NAWB) Forum: June 29 – July 1 (virtual)
11. Public Comment
12. Adjournment

Next Scheduled Governing Board Meeting:
Monday, August 24, 2020 located at:
Franklin Service Center, 121 Franklin St. S.E. (CAA Multipurpose Room A) Grand Rapids, MI 49507

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Governing Board Meeting
https://global.gotomeeting.com/join/809785685
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United States: +1 (669) 224-3412
Access Code: 809-785-685
Monday, April 27, 2020 ▪ 8:30 a.m. – 10:00 a.m.

MINUTES

Governing Board Members Present: Commissioners Mahoney, Garcia, De Young, Tiejema, Stek, Bergman, Lenear, Reppart

Governing Board Members Absent: Commissioners Storey, Geiger, Sparks, Womack, Sorensen, Hughes

Staff Present: Jacob Maas, Angie Barksdale, Brenda Isenhart, Laura Krist, Amy Lebednick, Brittany Lenertz, Janette Monroe, Melanie White, Tawanna Wright

Guests Present:

1. Call to Order and Roll Call, at 8:30 a.m.
2. Public Comment- Agenda Items- None
3. Approval of the February 24, 2020 Minutes **Action Required**

   Motion – Com. Tiejema
   Second – Com. Bergman
   Item Approved by Vote – Roll call vote taken. All 8 members present voted affirmatively.
   Motion carried

4. Report on Financial Activities

   a. Notes to March 2020 Board Financials **Information Item**
   Brenda Isenhart, Chief Financial Officer, reviewed ACSET's statement of revenue and expenditures for the nine months ending March 30, 2020.

   b. FYE 2020-2021 Budget Request (***75% affirmative vote of members present)*** **Action Required**
   Brenda Isenhart stated that the proposed budget for fiscal year ending June 30, 2021 has been modified. Brenda requested the ACSET Governing Board's approval, noting that the modification requires a 75% affirmative vote of members present.

   Motion – Com. De Young
   Second – Com. Bergman
   Item Approved by Vote – Roll call vote taken. All 8 members present voted affirmatively.
   Motion carried

5. Bylaws of the West Michigan Works! (WMW) Workforce Development Board (WDB) **Action Required**
   (75% affirmative vote of members appointed and serving)
   Jacob Maas, Chief Executive Officer, reported that the State of Michigan notified West Michigan Works! that updates are needed to the current WDB bylaws. Jacob reviewed the requested changes. Jacob noted that the Governing Board will need to table the agenda item until 75% of members appointed and serving are in attendance. Jacob reviewed that at the meeting on February 24, 2020, Commissioner Geiger made a recommendation to update language in Article II, Section 2. T. from "Participate in the administration of

other federal, state or privately-funded employment and/or training programs in the West Michigan Works! area, to the extent provided by law" to " Participate in the administration of funding for employment and/or training programs in the West Michigan Works! area, to the extent provided by law." Jacob stated that the WDB bylaws will be taken back to the WDB in June for the review of changed language.

Agenda item tabled until 75% of members appointed and serving are in attendance.

6. West Michigan Works! (WMW) Workforce Development Board (WDB)
   Member Appointment **Action Required**
   Jacob Maas reported that recently three (3) WDB members, Robert Ferrentino (Montcalm Community College), Travis Alden (Barry County Chamber of Commerce & Economic Development), and Darryl Todd (Muskegon Area First) had changes to their employment and no longer represent these organizations. WMW staff have received applications from the following staff that now hold the positions: 1.) Dr. Stacy Young, Ph.D., President, Montcalm Community College, 2.) Jennifer Heinzman, President, Barry County Chamber of Commerce & Economic Development, 3.) Jim Edmonson, President & CEO, Muskegon Area First. Jacob further noted that WMW staff are requesting the WDB Executive Committee's consideration to add Darryl Todd (Workforce Development Manager of DTE) on the board as a business sector representative. The addition of his membership would increase the number of board members from 36 to 37. Jacob stated that the WDB Executive Committee supported these member nominations and WMW staff are now requesting approval of the ACSET Governing Board.

   Motion – Com. Tiejema
   Second – Com. De Young
   Item Approved by Vote – Roll call vote taken. All 8 members present voted affirmatively.
   Motion carried

7. ACSET/West Michigan Works! Chief Executive Officer 2020 Key Objectives **Action Required**
   Jacob Maas reported that he met with Chairperson Mahoney and Vice-Chairperson Garcia on April 16, 2020 to discuss the CEO Key objectives. Jacob presented his proposed 2020 Key objectives to the GB for approval. Brief discussion took place, and Jacob answered board members' questions.

   Motion – Com. De Young
   Second – Com. Stek
   Item Approved by Vote – Roll call vote taken. All 8 members present voted affirmatively.
   Motion carried

8. Report on Administrative Activities
   a. ACSET Personnel Actions Report **Information Item**
      Laura Krist, Human Resource Director, reported that there have been eight (8) appointments, three (3) separations, and two (2) promotions.
   b. ACSET Operations Staffing **Information Item**
      Laura Krist reported that West Michigan Works! currently has 197 out of 218 positions filled and there are currently 21 vacancies.

9. Strategic Plan Update **Information Item**
   Angie Barksdale, Chief Operating Officer, reported that the One-Stop Operator Janie McNabb (Strategic Policy Consultants) completed her report of the updated West Michigan Works! strategic plan with the WMW WDB in February. Angie reviewed the updated Strategic Plan with Governing Board members.

10. Solutions Driven Updates **Information Item**
    Angie Barksdale reported that there are multiple organizational initiatives and updates as provided in the board packet. Angie reviewed the initiatives and answered board members' questions.

a. Virtual Services
Angie Barksdale reported that in just two weeks, WMW services went from normal, to limited, to appointment only, to virtual only because of the COVID-19 pandemic. A skeleton crew is working in each service center to answer the phones. Most calls involve assisting people with Unemployment claims. On a given day across the region, we receive between 700 and 800 phone calls, which is down from 1,400 when the Governor's Stay at Home Order was first issued. In addition, all career coaches are set up with phones at home so they can continue assisting job seekers with their needs. Our talent development team has worked quickly to digitize our workshops, which are now available on our website, along with virtual interviewing assistance and the tips-and-tricks handouts for job searching.

b. Unemployment Insurance Agency (UIA) Assistance
Angie Barksdale reported that the UIA asked if the Michigan Works! system could assist UIA with taking claims over the phones. WMW quickly mobilized and now has over a dozen staff members set up, trained, and ready to assist with individuals calling our service centers with UIA claims.

c. Youth Solutions Summer Programs
Angie Barksdale reported that although our summer work experience programs probably will not look the way we were planning, we are continuing to move forward with plans for this summer. The Youth Solutions Team is working to put together a virtual package for youth, given our current unknowns and the reality that finding work sites and doing outreach will be challenging. We are continuing to gather interest from employers and planning outreach for experience programs before the end of summer.

d. Virtual Hiring Event
Angie Barksdale reported that WMW hosted a "virtual" job fair on April 21st and 23rd. Employers registered to participate in a morning or afternoon session on each day the job fair was held. Each session included a series of pre-scheduled 15-minute time slots in which the employer and potential candidate had an opportunity to connect and discuss job openings.

e. Weekly Hot Jobs Blast Newsletter
Angie Barksdale reported that In order to highlight a broad range of jobs for employers that have hiring needs now and to accommodate the influx of employees who are temporarily laid off, we have expanded the criteria and format of jobs posted in the weekly Hot Jobs Blast Newsletter. In addition, we have added this job information to the WMW website. Changes include highlighting jobs with 10 or more openings and temporary positions.

f. Rapid Response Services
Angie Barksdale reported that the Business Solutions Representatives are reaching out to our employer customers to provide resources and information on layoff prevention and UIA assistance for employers needing to downsize. Rapid Response Services have been revised to provide assistance and information to job seekers electronically as well.

g. Retention Solutions Network (RSN)
Angie Barksdale reported that the Retention Solutions Network (RSN) suspended all onsite visits and off-site meetings through the end of the Governor's Executive Order. During this time, RSN Success Coaches are providing services via phone and virtual appointments. Services being utilized during the shutdown include support services, budgeting assistance/financial literacy, customized referrals/resources to community partners, and UIA guidance to employees and members of their household who are displaced due to COVID-19. The RSN also continues to support outside networks (The SOURCE, MI ERN, and The Family Economic Support Office/United Way Barry) with Community Ventures (CV) support service funding to eliminate barriers to employment and household wellness.

h. West Michigan Works! In the Media
Angie Barksdale stated that the marketing and communications department has been hard at work keeping the public informed of our services and programming. Below are highlights of recent media promotion of West Michigan Works! Services. Angie reviewed the media outlets that have promoted the services of WMW.

11. Other Business **Information Item**

a. Legislative Day-canceled **Information Item**
Jacob Maas reported that the Michigan Works! Agencies Legislative Day for 2020 has been canceled but may be held virtually later this spring. Additional information will be forthcoming.

b. MiCareerQuest 2020-canceled **Information Item**
Jacob Maas reported that MiCareerQuest 2020 has been canceled and that planning for 2021's event is underway. Jacob stated that most current funders have agreed to allow WMW to hold onto funding for the 2021 event. Jacob further stated that the steering committee is having discussions on an alternative virtual career opportunity for 2020. Additional information will be forthcoming.

c. Barry (Hastings) Service Center **Information Item**
Jacob Maas reported that WMW has outgrown its space at the current Barry County Service Center. WMW will be moving into a larger space next door to the current space later this summer.

d. Add-on: Compensation Study
Jacob Maas reported that ACSET will begin a compensation study, which the Governing Board previously had recommended following regionalization. Jacob stated that at the time of regionalization, wages and positions were compared, but the comparison was not comprehensive. Jacob stated that a Request for Proposals (RFP) will be forthcoming in order to do a complete study. Jacob stated that the study will be done pursuant to the collective bargaining discussions that were held a few years ago with the SEIU 517M Union. The union contract ends this fall, and additional information will be forthcoming.

12. Public Comment – None

13. Adjournment at 9:29 a.m. by Chairperson Mahoney

Motion – Com. Garcia
Second – Com. Bergman
Item Approved by Vote – Motion Carried

Recorded by: _____ Received by: _____

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MEMORANDUM

TO: ACSET Governing Board

FROM: Brenda Isenhart, WMW Chief Financial Officer

DATE: June 15, 2020

RE: May 2020 Board Financials

Revenue

Revenues for the eleven months ending May 31, 2020 total $23,144,053 which is 5.23% under budgeted revenue and $4,349,577 under prior year revenue.

Expenditures

Operating expenses are over the proposed budget by .33%. Wages and Fringes are over budget by $231,100 and $33,070, respectively. Increased staffing costs are due to an increase in filled positions and a decrease in staff using vacation and sick leave during the Governor's Stay Home order. The proposed budget modification increases the salaries and fringes budget. The proposed budget also increases Space and Communication expenses. Additional rent is being paid for the future Barry Service Center location as well as space in Ionia for our Youth program.

Subcontractors expenses are under budget by $202,175 and $98,208 under prior year. WIOA youth contactors are under expended - KISD $106K and Steepletown $48K. The Stay Home order has contributed to this under spending.

Direct Client Expenses is $379K under budget and $697K over the previous year. Direct client expenses have decreased dramatically since the end of March. Training expenses are $745K under budget and $5.4 Million below the previous year. The decrease from the previous year is primarily from the Going Pro Talent fund and is a combined result of the change in accrual timing reflected in last year's expense and the elimination of the program year 2020 funding that would have begun December 2019.

Administration Expenses represent 11.52% of Operating Expenses and 7.71% of Total Expenses. ACSET continues to operate within the limits of the administration funding allowed.

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

	YTD Thru May 2020 Actual	YTD Thru May 2019 Actual	YTD 2019/2020 Budget	Budget Variance	Budget Variance %
Total Revenue	$ 23,144,053	$ 27,493,630	$ 24,420,458	$ (1,276,405)	-5.23%
Expenses					
Operating Expenses					
Wages	$ 8,578,271	$ 7,737,930	$ 8,347,171	$ (231,100)	-2.77%
Fringe Benefits	2,947,476	2,826,176	2,914,406	(33,070)	-1.13%
Consumable supplies	630,811	802,422	674,954	44,143	6.54%
Transportation	198,601	184,651	254,692	56,091	22.02%
Outside services	736,685	680,892	803,118	66,433	8.27%
Space and communications	1,446,314	1,540,136	1,422,408	(23,906)	-1.68%
Equipment rent and maint	87,623	82,197	90,917	3,294	3.62%
Equipment purchases	275,201	584,508	289,932	14,731	5.08%
Other expense	600,272	576,491	652,943	52,671	8.07%
Total operating expense	15,501,254	15,015,403	15,450,541	(50,713)	-0.33%
Subcontractors	$ 587,455	$ 685,663	$ 789,630	$ 202,175	25.60%
Training	$ 5,448,204	$ 10,882,819	$ 6,193,656	$ 745,452	12.04%
Direct Client Expenses	$ 1,607,140	$ 909,745	$ 1,986,631	$ 379,491	19.10%
	$ 7,642,799	$ 12,478,227	$ 8,969,917	$ 1,327,118	14.80%
Total Expenses	23,144,053	27,493,630	24,420,458	1,276,405	5.23%
Excess of Revenue over Expense	-	-	-	-	0.00%

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MEMORANDUM

TO: ACSET Governing Board

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

DATE: June 15, 2020

RE: Proposed FYE 2020 Budget Modification

The budget for the fiscal year ending June 30, 2020 has been modified for your consideration.

Requested Modification

The requested change decreases the budget for Revenue and Expenditures by $935,000.

Changes in Planned Expenditures

Additional budget is requested for wages ($365k). ACESET employees have been working at home since the Governor's stay home order. During this time, staff have used significantly less sick and vacation leave than what would normally be used. ACSET expenses sick and vacation leave as it is earned by our employees. This earned leave is then credited when staff use the leave. Since staff have been earning leave time but not using their leave time, our salaries expense has increased by approximately $130K during the months of April - June. In addition based on historical information, our budget assumes that no less than five staffing positions will be vacant at all times due to normal staff turnover. Since the stay at home order, there have been no staff leave ACSET's employment and an additional nine employees have been hired since February. During March through June, the elimination of vacant positions has added an additional $180K wages. Fringe is increased as a result of increased wages ($80K)

A reduction in transportation budget ($60K) is needed as a result of reduced travel by staff during the stay home order. During this three month period reductions of $22K for mileage reimbursement and $15K for canceled conference travel is anticipated.

An increase of $30K for Space and Communication is needed. Rent and security deposit will be paid for the new Barry service center during the renovation period (April – June) $16,500 while still paying rent at our existing Barry location. Additional space for our youth program is being rented in Ionia $2,100 including deposit (January – June).

Anticipated reduction in Outside Services ($65k), Equipment purchases ($50k), and Other Expenses ($30K).

An $800K reduction in our training budget is requested. This reduction is based on a combination of reduced current need as a result of the Stay Home order and a lack of need by participants in certain programs:

Trade	$290,000
WIOA Adult and Dislocated Worker	212,000
Economic Transition DW	140,000
FAET Plus	90,000
Michigan Industry Cluster Approach	80,000
WIOA Integrated Education & Training	25,000

A $405K reduction in our Direct Services budget is requested. This reduction is also based on a combination of reduced current need as a result of the Stay Home order and a lack of need by participants in certain programs:

PATH	$190,000
Michigan Apprenticeship Industry Cluster	72,000
WIOA Adult and Dislocated Worker	50,000
Community Ventures	30,000
Trade	26,000
WIOA Youth	18,000
FAET	15,000
WIOA Integrated Education & Training	5,000

Requested Action

We ask that the proposed budget be considered for approval.

Pursuant to Article I, Section 9 of Area Community Services Employment & Training (ACSET) Amended Bylaws dated October 1, 2015, a seventy-five percent (75%) affirmative vote of the members present is required for the budgets and amendment

Area Community Services Employment and Training Council

General Fund
Michigan Works! Budgetary Comparison Schedule
For the Fiscal Year Ending June 30, 2020

	Fiscal Year 2018-2019 Final Budget	Fiscal Year 2019-2020 2nd Amendment	Proposed Fiscal Year 2019-2020 3rd Amendment	Increase (Decrease)
REVENUES				
Grant Income	$ 32,221,000	$ 26,417,000	$ 25,518,000	$ (899,000)
Program income	$ 125,000	$ 100,000	$ 60,000	(40,000)
Interest income	-	-	4,000	4,000
TOTAL REVENUE	$ 32,346,000	$ 26,517,000	$ 25,582,000	$ (935,000)
EXPENDITURES				
Operating costs:				
Wages	$ 8,406,000	$ 9,126,000	$ 9,491,000	$ 365,000
Fringe	3,125,000	3,175,000	3,255,000	80,000
Consumables	1,100,000	748,000	748,000	-
Transportation	220,000	280,000	220,000	(60,000)
Outside Services	799,000	870,000	805,000	(65,000)
Space & Communications	1,620,000	1,550,000	1,580,000	30,000
Equipment Rent & Maintenance	100,000	105,000	105,000	-
Equipment Purchases	626,000	346,000	296,000	(50,000)
Other Expenses	650,000	685,000	655,000	(30,000)
Subcontracted program costs	945,000	882,000	882,000	-
Training costs	13,624,000	6,593,000	5,793,000	(800,000)
Direct client expenditures	1,131,000	2,157,000	1,752,000	(405,000)
SUBTOTAL OPERATING EXPENSES	$ 32,346,000	$ 26,517,000	$ 25,582,000	$ (935,000)
Net Change in Fund Balance	$ -	$ -	$ -	$ -

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MEMORANDUM

TO: ACSET Governing Board

FROM: **West Michigan Works! Staff**

DATE: June 15, 2020

RE: Bylaws of the West Michigan Works! Workforce Development Board

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Background

The State of Michigan notified West Michigan Works! staff members in 2019 that updates were needed to the current WDB bylaws. The requested updates are as follows:

1. The bylaws must address the proxy and alternate designee process that will be used when a WDB member is unable to attend a meeting and assigns a designee as part of the requirements of §679.110(d)(4). Article VI, Section 3, page 11.

2. The bylaws must address the use of technology, such as phone and Web-based meetings that will be used to promote WDB member participation. Article VI, Section 7, page 13.

3. The bylaws must address the process to ensure WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities. Article II, Section 1, page 1.

Due to a lack of supermajority quorum at the April 2020, February 2020, and October 2019 Governing Board Meetings, the request to approve the WDB Bylaws was tabled.

In addition, Commissioner Geiger made a recommendation to broaden funding language in Article II, Section 2. T. page 4, from "Participate in the administration of other federal, state or privately-funded employment and/or training programs in the West Michigan Works! area, to the extent provided by law" to " Participate in the administration of funding for employment and/or training programs in the West Michigan Works! area, to the extent provided by law." WMW staff have prepared draft changes to the current WDB bylaws.

Action

The WDB has approved all proposed changes. WMW staff are now requesting the Governing Board's approval of the changes.

Pursuant to Article I, Section 9 of Area Community Services Employment & Training (ACSET) Amended Bylaws dated October 1, 2015, a seventy-five percent (75%) affirmative vote of the members appointed and serving are required for Workforce Development Board Bylaws.

Bylaws of the
West Michigan Works Workforce Development Board

ARTICLE I: IDENTITY

These Bylaws are established ~~on the ninth day of December 2015,~~ for the West Michigan Works Workforce Development Board (hereinafter referred to as WDB). WDB is recognized in accordance with the Workforce Innovation and Opportunity Act (WIOA) P. L. 113-128, by the Governor of the State of Michigan, the Interlocal Agreement of Area Community Services Employment and Training Council (ACSET), and the Agreement between the WDB and the Governing Board of ACSET. The WDB collaborates with ACSET, in accordance with the provisions thereof, and with any other entities or institutions provided by law.

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ARTICLE II: ROLE AND FUNCTIONS

Section 1: Role. The WDB in collaboration with the Governing Board of the Area Community Services Employment and Training Council (ACSET) shall ~~establish programs under WIOA and other similar Federal and State laws to train unemployed and economically disadvantaged individuals for entry into unsubsidized employment in in-demand occupations, particularly those in the private sector, and in collaboration with ACSET or other entities provided by law~~serve as conveners and catalysts of the many stakeholders within its service area to identify and resolve workforce development issues and opportunities. The WDB shall create and maintain comprehensive workforce investment plans for its service area, and engage diverse constituents in the process. ~~. The WDB shall promote or participate in programs which expand employment opportunities in the private sector. The WDB will accomplish these goals through the implementation of its Strategic Plan for a Demand-driven Workforce System. The WDB will work in collaboration with ACSET by participating with the Governing Board or other entities provided by law in the~~ The WDB, in partnership with the Govern~~er~~ing Board of ACSET, will oversee the local development, implementation, and evaluation of employment and training activities as detailed in the "Agreement Between The Workforce Development Board and the Governing Board of ACSET".

Section 2: Functions. The WDB will function in a manner which will increase private sector employment and training opportunities for eligible persons as defined in WIOA as it may be amended, as well as other publicly or philanthropically~~-~~ funded programs. The WDB's functions include but are not limited to the following:

A. Provide policy and program guidance for all activities funded under any WIOA grant or Workforce Development Grant in the West Michigan Works Service Delivery Area in collaboration with the Governing Board;

B. Developing and submitting the local Four-Year Comprehensive Plan, or collaborate with other workforce development boards in the development of any regional plan, if required by section 108 of WIOA, in collaboration with the Governing Board;

C. In collaboration with the Governing Board, conduct oversight over workforce investment activities for youth and employment and training activities for adults and dislocated

workers under WIOA to ensure the appropriate use and management of funds for such activities, and to ensure the appropriate use, management and investment of funds to maximize performance outcomes under WIOA; and, in collaboration with the Governing Board, to oversee and monitor any other programs subject to its oversight administered by ACSET;

D. ~~Acting as~~ Selecting the One-Stop Operator, with the agreement of the Governing Board~~,~~. ~~the WDB delegates t~~The responsibility of enforcing rules of conduct in One-Stop Service Centers in the West Michigan Works MWA area is delegated to ACSET;

E. Initiating Memoranda of Understanding (MOU's) with local partners in the workforce system, with the agreement of ACSET, including methods for funding the infrastructure costs of one stop centers, as provided by section 121 (h) of WIOA;

F. Entering into an agreement with the Governing Board which describes the respective roles and responsibilities of the parties, together with such other issues permitted by law;

G. Selecting the following providers in the West Michigan Works! area and, where appropriate, terminating such providers, in accordance with 2 CFR Part 200 and the Agreement between the WDB and ACSET:
1. Providers of youth workforce investment activities;
2. Providers of training services, consistent with the criteria and guidelines established by the Michigan Workforce Development Agency (WDA), or any successor or designee agency, and section 122 of WIOA; and
3. Providers of career services.

H. Develop budgets for the purpose of carrying out the duties of the WDB, with the approval of the Governing Board;

I. Negotiating and reaching agreement on local performance measures under WIOA with the Governing Board and the Governor;

J. Make analyses and regular updates of economic conditions, needed knowledge and skills, workforce development (including education and training) activities, including an analysis of strengths and weaknesses of such services, to address identified education and skill needs of the workforce and workforce employers.

K. Assisting the Governor in developing the statewide employment statistics system under the Wagner-Peyser Act;

L. Engage with employers and other entities in the region to:

1. Promote business representation on the WDB, particularly from employers offering employment opportunities in existing or emerging businesses in the West Michigan Works! area;

2. Develop linkages with employers in the West Michigan Works! area to support

employer utilization of the local workforce development system and local workforce investment activities;

3. Ensure that local workforce investment activities meet the needs of employers and support economic growth in the West Michigan Works! area by enhancing communication, coordination, and collaboration among employers, economic development entities and service providers; and

4. Develop and implement strategies for meeting the employment and skill needs of workers and employers that provide the skilled workforce needed by employers in the West Michigan Works! area and that expand employment and career advancement opportunities for participants in in-demand industries and jobs.

M. With representatives of secondary and post-secondary education programs, lead efforts to develop career pathways within the area by aligning the employment, training, education and supportive services needed by adults and youth, particularly those with barriers to employment.

N. Develop strategies for using technology to maximize the accessibility and effectiveness of local intake and case management systems for employers and customers by:

1. Facilitating connections between the intake and case management systems of the one-stop partner programs to support a comprehensive workforce development system in the West Michigan Works! area;
2. Facilitating access to services provided through the one stop system, including access in remote areas;
3. Identifying strategies for better meeting the needs of individuals with barriers to employment, and providing more access to services and programs, such as improving digital literacy skills; and
4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

O. Coordinate activities with education and training providers in the West Michigan Works! area, including:

1. Reviewing applications to provide adult education and literacy activities under Title II of WIOA for the West Michigan Works! area to determine whether such applications are consistent with the local plan;
2. Making recommendations to the eligible agency to promote alignment with such plan; and
3. Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, including efforts at cooperation and coordination.

P. Assess, on an annual basis, the physical and programmatic accessibility of all one-stop

centers in the West Michigan Works! area;

Q. Convene local workforce development stakeholders to assist in the development of the local plan and to identify non-Federal expertise and resources to leverage support for workforce development activities;

R. Work with the Michigan Workforce Development Agency (WDA), or any successor or designee agency, to ensure that there are sufficient numbers and types of providers of career and training services serving the West Michigan Works! area and providing services in a manner that maximizes consumer choice, as required by WIOA and its regulations;

S. Approval of additional, non-mandatory One-Stop Partners to provide services in the West Michigan Works! service system, with the approval of the Governing Board;

T. Participate in the administration of funding for ~~other federal or~~ , ~~state~~ ~~or privately funded~~ employment and/or training programs in the West Michigan Works! area, to the extent provided by law;

U. Participate in the selection of the Chief Executive Officer of ACSET by having representation on a selection committee;

V. Provide such recommendations as it wishes to the Governing Board regarding major personnel, organization and fiscal policies of ACSET; and

W. Appoint the local members of the ~~Talent District Career Council (TDCC)~~ Career and Educational Advisory Council (CEAC), or its successor organization, for Prosperity Region 4, and participate in the appointment of its chairperson, as provided by law.

Section 3: Coordination. The WDB will, to the maximum extent possible, enhance the involvement of the private sector with related employment and training activities in order to increase the effectiveness of activities under WIOA and other programs designed to secure employment for eligible persons. ~~The WDB will comply with the Governor's Recertification Criteria and the Certification Criteria for Michigan Works! Service Centers as outlined in the local Four-Year Comprehensive Plan, Michigan Works System Plan, or other statute, regulation or grant.~~

ARTICLE III: MEMBERSHIP

Section 1: Geographic Representation. The Executive Committee shall attempt, to the maximum extent practicable, to ensure that all areas of the West Michigan Works area are adequately represented when it makes recommendations to the ACSET Governing Board for appointment of members to the WDB.

Section 2: Appointment. The WDB shall be made up of members appointed by Governing Board of ACSET, in accordance with law and the ACSET Interlocal Agreement. Members representing the following sectors must have been nominated prior to appointment as follows:

A. Business Sector: Business sector representatives must be nominated by business associations and business trade associations in the West Michigan Works! agency area.

B. Organized Labor: Organized labor representatives must be nominated by labor federations in the West Michigan Works! agency area.

C. Adult Education/ Literacy: Eligible providers that administer adult education and literacy activities under Title II of WIOA. If there are multiple eligible providers administering such programs under Title II of WIOA serving the West Michigan Works! area, each representative on the WDB shall be appointed from among persons nominated by such eligible providers. The adult education/literacy representative may be nominated by the ~~TDCC~~ CEAC, or any successor organization, for Prosperity Region 4, by majority vote, and the ACSET Governing Board shall give considerable priority to this nomination.

D. Higher Education. Institutions of higher education that provide workforce investment activities, including community colleges. If there are multiple such institutions of higher education in the West Michigan Works! area, each representative on the WDB shall be chosen from among individuals nominated by such institutions. The higher education representative may be nominated by the ~~TDCC~~ CEAC, or any successor organization, for Prosperity Region 4, by majority vote, and the ACSET Governing Board shall give considerable priority to this nomination.

E. Any member of the WDB that represent an organization or entity must have optimum policymaking authority, which means that the member may reasonably be expected to speak affirmatively on behalf of the organization or entity and have authority to commit the entity to a chosen course of action.

F. Nomination/Appointment Process:

1. Members will be appointed to a two-year term of office with the members being appointed to fixed and staggered terms. In the first year following the effective date of these bylaws, approximately one-half of the membership of the WDB shall have a term of three years, but all members shall have a two-year term of office thereafter. Those members whose term shall be three years shall be determined by lot.
2. The Chief Executive Officer of ACSET, or his or her designee, shall solicit nominations for membership on the WDB from the associations, federations, providers and institutions indicated in this section whenever the WDB needs to fill vacancies in the following sectors: (a) Business Sector; (b) Labor; (c) Adult Education/Literacy; and (d) Higher Education. The solicitations shall indicate that the nominations must be submitted to the Chief Executive Officer, or his or her designee, by the date indicated in the solicitation and shall describe any documentation that must accompany the nomination.
3. Other organizations eligible to represented on the WDB may submit nominations for membership to the Chief Executive Officer, or his or her designee.
4. The Chief Executive Officer, or his or her designee, shall submit nominations received for membership of the WDB to the Executive Committee, which shall review the nominations and submit its recommendations to the ACSET Governing Board. If the Executive Committee has appointed a Nomination Committee to review such nominations, the Nomination Committee shall first review the nominations and submit its recommendations to the Executive

Committee. When making its recommendations to the ACSET Governing Board for membership of the WDB, the Executive Committee shall indicate which candidates, if any, have been nominated by the ~~TDCC~~CEAC, or any successor organization.

5. The WDB shall exercise and embrace the principle of equal opportunity on the basis of race, color, religion, sex, age, national origin, disability, and political affiliation or belief in its membership, appointment to committees, and approval of programs.

Section 3: Business Sector Representation.

A. A majority of the members of WDB shall consist of persons who are owners, chief executives, chief operating officers, or other business executives, of private for-profit employers and major nongovernmental employers in the West Michigan Works Agency area who

1. Have optimum policymaking or hiring authority;
2. Represent businesses, including small businesses, or organizations representing businesses, that provide employment opportunities in in – demand industry sectors or occupations, as defined by WIOA;
3. Provide high – quality, work – relevant training and development opportunities to its workforce, or the workforce of others (in the case of organizations representing businesses); and
4. Are appointed from individuals nominated as provided by Section 2.

B. The business sector membership of the WDB shall reasonably represent the industrial and demographic composition of the business community. At least two (2) business sector members must be representatives of small businesses, as defined by the U. S. Small Business Administration.

C. Businesses that have been certified as Disadvantaged Business Enterprises, as defined by the Small Business Administration, shall, to the extent possible, be represented on the WDB consistent with their representation in the business community, and the WDB shall strive to ensure that its private sector members reasonably represent, to the extent possible, the industrial/demographic composition of the business community of the West Michigan Works! Agency area.

D. Private not-for-profit entities and public entities that operate as businesses and are employers may be represented on the WDB in the business sector if they align with the key industry sectors in the West Michigan Works! area, such as a nonprofit hospital or prison, if identified in the West Michigan Works! local plan. Representatives of proprietary schools may not be representatives of the business sector.

E. ACSET must document how members of the WDB who represent the business sector qualify as representatives of businesses that provide employment opportunities in in – demand industry sectors or occupations and retain such documentation on file.

Section 4: Other Members. In addition to business sector membership, WDB shall include at least one member from each of the following groups, unless indicated otherwise:

A. Organized labor (2);
B. Representative of joint labor – management, or union – affiliated, registered apprenticeship program who must be a training director or a member of a labor organization;
C. Providers of Adult Education and Literacy activities under Title II of WIOA;
D. Higher Education;
E. Rehabilitation Agencies;
F. Economic/Community Development.

Section 5: Economic/Community Development. This representative may be a representative of an Economic Development Organization, a local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development.

Section 6: Community-Based/Youth Organizations.

A. The WDB may also include one or more representatives of private nonprofit organizations, including faith-based organizations, that have demonstrated experience and expertise, as defined in WIOA regulations, in addressing the employment, training, or educational needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.
B. The WDB may also include one or more representatives of organizations that have demonstrated experience and expertise, as defined by WIOA regulations, in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

Section 7: Labor and Community-Based Organizations. The representation from Labor (Section 4 A and B) shall constitute at least 20 percent of the total WDB membership. However, any representatives of community-based or youth organizations on the WDB shall count toward meeting the 20 percent requirement for Labor representation.

Section 8: Dual Representation. An individual WDB member may represent more than one group or sector, provided that the member meets all the qualifications for each sector that he or she represents, including the nomination process.

Section 9: Representation of Sector. Members must be employed in the sector that they represent, except that:

a. An educational representative can be a member of a school board and not an employee of a school district.

b. An organized labor representative may be a member of a labor organization or steward without being employed by a labor organization.

Section 10: Chambers of Commerce. Individuals representing local Chambers of Commerce may be appointed to the WDB as a representative of a community-based organization or, if the Chamber functions as the local economic development agency, as an Economic Development representative.

Section 11: Loss of Membership. A member will forfeit membership on WDB should that member no longer represent the sector or group from which he/she was originally selected. A resignation is not effective until it has been accepted by the ACSET Governing Board or a successor appointed. A vacancy on the WDB must be filled within 120 days from the time it was created. Persons missing two regularly scheduled consecutive meetings will be sent written notice from the Chair inquiring as to their interest in continued membership on WDB. Persons missing three regularly scheduled consecutive meetings, except persons who have attended two regularly scheduled meetings of a standing committee during the months in which they missed the three WDB meetings, will be removed from WDB by the Executive Committee at a regularly scheduled meeting. The Executive Committee will send written notice to a member of the time and place of the meeting at which his or her removal from membership in the WDB is proposed to be considered. Exceptions may be made by the Executive Committee based on information provided by the member.

ARTICLE IV: ORGANIZATION

Section 1: Officers. There shall be two Officers of WDB. These are:

A. The Chairperson, and
B. The Vice-Chairperson.

Section 2: Selection. The Chairperson and the Vice-Chairperson shall be elected by the WDB to a two-year term of office. ~~For the initial election of the officers in 2015, the Ad-hoc Steering Committee will seek nominations for Chairperson and Vice-Chairperson from the WDB at the first regular meeting. Following the close of the time period for making nominations, the Ad-hoc Steering Committee will prepare any necessary recommendations and present nominations to the WDB at the second regular meeting in December 2015. At that meeting, the Chairperson and Vice-Chairperson will be elected by the WDB. For subsequent elections, n~~Nominations for these offices will be sought by the Executive Committee prior to the meeting at which the elections shall take place. The Executive Committee will present such nominations to the WDB at the meeting at which officers are to be elected. If the Executive Committee has established a Nominations Committee, the Nominations Committee shall solicit nominations for these positions from the membership of the WDB and present the nominations to the Executive Committee. The Chairperson and Vice-Chairperson, by law, shall always be chosen from among members representing the business sector, and no local elected official may serve as chairperson or vice-chairperson. No officer may serve more than two consecutive terms in that position.

Section 3: Duties. The Chairperson shall preside at all WDB Council meetings, report to the Governing Board on WDB activities, and appoint members to committees. The Chairperson shall have the right to vote on matters as a member of the WDB. In the absence of the

Chairperson, the Vice-Chairperson will perform these duties.

Section 4: Executive Committee. There shall be an Executive Committee composed of the WDB Chairperson and Vice-Chairperson, the Chairperson or his or her designee of all committees described herein (except ad hoc committees), together with any additional members of the WDB appointed by the Executive Committee; provided that the total membership of the Executive Committee shall not exceed eleven (11). To establish a quorum, a majority of the membership must participate in any decision made by the Executive Committee. The Executive Committee will perform two functions: to meet when urgent action is required by the WDB but circumstances do not permit a special meeting to be called; and to provide coordination and broad guidance to the work of the WDB,

A. When circumstances require an emergency meeting, the Executive Committee is authorized to meet at such times as may be determined by the WDB chairperson and act on behalf of the WDB. All actions taken by the Executive Committee shall be reported to the WDB in writing and this communication shall be mailed to the members within two working days following the action of the Executive Committee.

B. The Executive Committee will provide coordination and broad guidance to the WDB in the following areas:

    1. Recommend Bylaws for the WDB including procedures for selecting a chairperson and other officers, as well as determinations of the size of the WDB;

    2. Make recommendations for the standardization of procedures for initiating, evaluating and monitoring programs, and for orientation and in-service training of the WDB;

    3. Recommend the use of sub-committees and/or technical advisory committees;

    4. Initiate long-range planning for WIOA or any other federally-funded programs in the West Michigan Works! Area.

    5. Review the nominations for membership on the WDB received from the Chief Executive Officer and submit its recommendations for membership on the WDB, from among those candidates properly nominated, to the ACSET Governing Board, pursuant to Section 2.F. of Article III. The Executive Committee may appoint a Nomination Committee to receive nominations for membership on the WDB received from the Chief Executive Officer, which Nomination Committee would make its recommendations for membership on the WDB to the Executive Committee. Any such Nomination Committee shall consider the principle of geographic representation described in Section 1 of Article III when making such recommendations.

    6. Develop meaningful system-wide metrics and monitoring indicators of progress toward demand-driven system goals and the results of employer-driven training programs.

Section 5: Ad-hoc Proposal Review Committee. Whenever ACSET receives proposals from potential service providers for programs administered by ACSET which are within the responsibility of the WDB, the Chairperson shall appoint an ad hoc proposal review committee for the purpose of reviewing and evaluating such proposals and making funding recommendations to the WDB. A Proposal Review Committee shall consist of WDB members and ACSET staff and shall be discharged when the WDB has chosen a proposal from among those which the committee has reviewed and evaluated.

Section 6: Committees. The WDB may appoint standing committees to assist the WDB in dealing with its responsibilities. Any such committee must be chaired by a member of the Local Board, may include other members of the Local Board, and ~~must~~may include other individuals appointed by the Local Board who are not members of the Local Board and who have demonstrated experience and expertise in accordance with WIOA regulations and as determined by the WDB.

The Chairperson of WDB, as he/she deems it appropriate, may designate a special committee(s) to carry out a specific assignment. The Chairperson of any such special committee shall be a member of the Executive Committee, or their designee, during the term of the special committee's existence. Special committee(s) shall be given a specific charge and shall be discharged when their task is completed. ~~The WDB may appoint standing committees to assist the WDB in dealing with its responsibilities. Any such committee must be chaired by a member of the Local Board, may include other members of the Local Board, and must include other individuals appointed by the Local Board who are not members of the Local Board and who have demonstrated experience and expertise in accordance with WIOA regulations and as determined by the WDB.~~

ARTICLE V: STAFF AND ADMINISTRATION

Section 1: Staff. Staff support for the work of WDB will be provided by the Chief Executive Officer of ACSET at a level commensurate with the responsibilities of WDB, and in accordance with the provisions of the ACSET Interlocal Agreement, and the WDB and ACSET Governing Board agreement. Staff support will be determined through mutual agreement between WDB and ACSET.

Section 2: Staff Coordination. The WDB will communicate with staff members who have been designated by the Chief Executive Officer of ACSET to coordinate WDB activities with those of the other elements of ACSET.

Section 3: Administration and Fiscal. The ACSET Administrative Unit will act as the administrative and fiscal unit for all activities of WDB. The WDB will neither receive nor disburse funds.

ARTICLE VI: MEETINGS

Section 1: Regular Meetings. At the first regular meeting after the annual appointment of new members by the Governing Board, the WDB shall set a day and time for the regular monthly meeting of WDB during the next 12 months. Meetings will be held at least once each quarter.

An annual schedule of meetings must be submitted to the WDA and posted on ACSET's website by January 15 of each year.

Section 2: Special Meetings. At the discretion of the Chairperson, or upon the written request of five or more members of the WDB, a special meeting of WDB may be called, provided that written notice is mailed to each member at least seven calendar days prior to the day on which the special meeting shall be held. This written notice must state the time, place and purpose of the meeting, and the business of the special meeting must be confined to the items described in the notice.

Section 3: Quorum and Voting. A quorum shall exist when a majority of the current members of WDB are present. A motion shall be passed or defeated by a majority of those members voting at a meeting where a quorum has been established. Each member shall be entitled to one vote. No proxies or substitutes shall be permitted.

Section 4: Conflict of Interest.

A. No member of the WDB may have an ownership interest in or be employed by any organization which receives funds under direct control of the WDB, or engage in any other activity that creates a conflict of interest or what would appear to a reasonable person to be a conflict of interest. However, this rule does not apply to a member who has an interest in or is employed by an entity that receives money under the partial or complete control of the WDB but

   a. Does not hold a policy-making position with the entity; and

   b. Would not receive other than a remote or incidental benefit from the board's decisions.

   This exception applies to members who are associated with:

   1. Educational institutions which enroll students whose tuition is paid with such funds;

   2. Employers who accept compensation for the extraordinary costs of providing employer-based training from funds under the control of the WDB;

   3. An organization which receives funds under the direct control of the WDB, if the member is not employed by, has no ownership interest in, and receives no compensation or income from the organization;

   4. Government agencies required to be represented on the WDB;

   5. Other persons or organizations authorized by statutes, rules or exemptions established by the State of Michigan.

B. No person may be a member of the WDB who:

a. Is an employee of an agency that is contracted by the WDB to provide coordination services or administrative functions; or

C. If an organization does receive funds under the partial or complete control of the WDB, a representative of the organization authorized to sit on the WDB by subsection A may not cast a vote or participate in any decision-making capacity on any matter regarding the provision of services by the member or by the entity that the member represents, or that would provide direct financial benefit to the member or a member of his or her immediate family. The member must also refrain from influencing the votes of other WDB members on matters involving the member or entities which the member represents or that would provide direct financial benefit to the member or a member of his or her immediate family. "Immediate Family" is defined as spouse, child, parent, brother, brother-in-law, stepbrother, sister, sister-in-law, stepsister, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandparent, stepparent, stepchild and grandchild or any member of the household of the WDB member. However, all members of the WDB may vote upon the WIOA local Four-Year Comprehensive Plan.

D. WDB members and WDB Committee members associated with agencies which are service providers to ACSET or which will be responding to Request For Proposals released by ACSET are not to be appointed to any WDB committee which can directly affect funding of the service provider or potential service provider. This rule is not applicable to employers involved in ACSET's Employer - Based Training Program.

E. Representatives of a government agency who are required by federal law to serve on the WDB, such as the Michigan Rehabilitation Services, which receive funds under the control of the WDB, may serve on the WDB without first obtaining a waiver from the WDA.

F. No WDB member will solicit or accept gratuities, favors, or anything of monetary value, except for unsolicited goods or services of nominal intrinsic value, from contractors, service providers, potential contractors, or service providers. Any good or service with a fair market value of $25.00 or less shall be presumed to be of only nominal intrinsic value.

G. The WDB must file reports as required with the WDA describing the extent to which organizations with which members are affiliated received funds controlled by the WDB.

H. If any agency or organization represented on the WDB submits a proposal to ACSET for the delivery of program services funded with monies under partial or complete control of the WDB, any member of the board who represents that agency or organization, must assume inactive status, unless the member would be allowed to sit on the board by subsection A even if the proposal were accepted by WDB and ACSET. A member's designation as inactive shall be recorded in the minutes. A member in inactive status may not vote or participate in meetings of the WDB, nor may he or she receive any information from the WDB until the expiration of the deadline for the submission of proposals, except as provided by law. Members in inactive status are not prohibited from attending meetings of the WDB as members of the general public. If the agency or organization represented by the inactive member is not awarded a contract by

ACSET, he or she is restored to active status; but if the agency or organization is awarded the contract, the member must resign immediately.

I. If it is established at a meeting of the WDB that a member knowingly violated this section, the Chief Executive Officer of ACSET will report that finding to the ACSET Governing Board at its next meeting and ACSET will terminate any contract or contracts which are the subject of the violation. The Chief Executive Officer of ACSET will also request that the Governing Board remove the offending member from the WDB. Notice of the alleged violation will be provided in the written agenda for the WDB meeting.

Section 5: Conduct of Meetings. The current edition of Robert's Rules of Order Newly Revised will be the official document governing the conduct of meetings of WDB, and all its committees except as it may conflict with these bylaws, special rules of order WDB may adopt, WIOA, and applicable federal or state statutes or regulations.

Section 6: Compliance with Open Meetings Act. The WDB and the Executive Committee will abide by the provisions of the State of Michigan's "Open Meetings Act." A notice of the date, time and place of meetings will be posted in advance.

Participation in meetings of WDB or its committees shall be limited to members except in the following cases:

1. Non-members specifically invited to give information to WDB;
2. Non-members who desire to address WDB and who are recognized for that purpose by the Chairperson at appropriate points during the meeting; and
3. Members of Committees who are not members of the WDB may participate in committee meetings.

Section 7: Participation Options.

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The WDB will make every effort and will pay particular attention to participation options made possible by advancements in electronics and telecommunications. The use of electronic means of communication will be made available for members to attend meetings and vote on matters that come before the WDB. WDB member's participation in meetings by teleconferencing shall be consistent with the Open Meetings Act (1976 PA 267, as amended, MCL 15.261, et seq.). Upon approval of the Chairperson, Board members may appear at a meeting via teleconferencing device, including speaker phone or interactive television, provided that a quorum is present at the meeting site and all individuals attending the meeting can hear, and be heard by, the Board member(s) attending via teleconferencing device. The Board member wishing to participate in meetings by teleconferencing must notify the Board Chairperson or the Agency CEO by 12:00 noon on the business day prior to the meeting that will be missed so the teleconferencing can be arranged. Failure to establish a video/audio teleconference due to technical or other problems shall not preclude conducting the meeting, as long as a quorum is present. In the event that a Board member participates via teleconferencing, this will be indicated on the meeting minutes as "Present via teleconferencing." Members present via teleconferencing shall be permitted to participate in Board deliberations and vote on matters before the Board, if there is a quorum physically present. However, where the WDB needs flexibility to meet its obligation to provide services in the WMW Service Delivery Area, WDB members present at a meeting via electronic communication may be allowed to count toward a quorum if the WDB Chairperson approves.

Section 7: Minutes. Minutes of all meetings of the WDB and the Executive Committee shall be duly recorded and made available to all interested parties, as required by law. Members of the WDB and the Executive Committee shall review, amend as necessary, and approve the Minutes by formal action at their next meeting. Copies of minutes of meetings ~~of the WDB, Executive Committee, and their committees or subcommittees~~ shall be posted on ACSET's Internet website within five (5) business days of their approval. Such minutes shall remain posted on the website for at least two (2) years.

ARTICLE VII: AMENDMENT OF BYLAWS

Section 1: Amendments. The WDB shall have the authority to amend or repeal these Bylaws at any meeting by the affirmative vote of two-thirds of the members present; provided that a copy of any proposed amendment is mailed to each member at least seven (7) calendar days prior to the day of the meeting at which the changes are to be considered. The WDB may revise the proposed changes as they are debated at the meeting but may not alter any other section of the Bylaws not specified in the notice of meeting.

Definitions:

The terms below shall have the following definitions as used in these bylaws:

1. Area Community Services Employment and Training Council (ACSET) is a Michigan Council formed in accordance with the Michigan Urban Cooperation Act of 1967 to administer programs under the Workforce Innovation and Opportunity Act (WIOA) , Welfare Reform Programs, and similar state or federal social programs, for the West Michigan Works Agency area.

2. West Michigan Works! Area is a geographical section of the State for which ACSET has been designated the Michigan Works! Agency (MWA) to operate programs under WIOA, Welfare Reform, and other similar state or federal social programs. ACSET represents the MWA area of the City of Grand Rapids and Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, and Ottawa Counties.

~~3.~~ Governing Board refers to the elected representatives of the political territories of the West Michigan Works! MWA Area responsible for the operation of programs under WIOA and other Federal or State statutes or regulations within the West Michigan Works! Area. ~~For ACSET, the Governing Board includes two representatives of the Grand Rapids City Commission (the Mayor or designee and one Commissioners); two representatives of the Allegan County Board of Commissioners (the Chairperson or designee and one other commissioner); one representative of the Barry County Board of Commissioners (the Chairperson or designee); One representative of the Ionia County Board of Commissioners (the Chairperson or designee); the three representatives of the Kent County Board of Commissioners (the Chairperson or designee and two other commissioners); one representative of the Montcalm County Board of Commissioners (the Chairperson or designee); two representatives of the Muskegon County Board of Commissioners (the Chairperson or designee and one other commissioner); and two~~

~~representatives of the Ottawa County Board of Commissioners (the Chairperson or designee and one other commissioner). The Governing Board is responsible, in full collaboration with the WDB, for the operation of WIOA programs within the MWA Area, Welfare Reform Programs, and similar state or federal social programs.~~

4. Local Comprehensive Plan is a plan for the operation of WIOA programs, Welfare Reform Programs and the Employment Service funded under the Wagner-Peyser Act within the MWA Area required to be delivered by the WDB, approved by both WDB and the Governing Board, and submitted to the State for approval.

5. Fourth Amended and Restated Interlocal Agreement is an agreement between the City of Grand Rapids and the Counties of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, and Ottawa to establish a Michigan Council, ACSET, under the Urban Cooperation Act of 1967. The Interlocal Agreement establishes ACSET as the recipient of funds and administrative entity under WIOA in the West Michigan Works Area.

6. Agreement Between the Workforce Development Board and the ACSET Governing Board is an agreement between WDB and the Governing Board of ACSET. This agreement defines the respective roles and responsibilities of the WDB and ACSET Governing Board and is the framework for the collaboration between WDB and ACSET.

7. ~~Michigan Works! Service System is the system under which entities responsible for administering separate workforce investment, educational, and other human resource programs and funding streams (the One-Stop Partners) collaborate to create a seamless system of service delivery that will enhance access to the programs' services and create long-term employment outcomes for individuals receiving assistance.~~

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

SERVICE CENTERS

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

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

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

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

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

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

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

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

Muskegon County
316 Morris Ave
Muskegon, MI 49440
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MEMORANDUM

TO: ACSET Governing Board

FROM: Nomination Committee
(designated by the WMW WDB Executive Committee)

DATE: June 15, 2020

RE: WDB Member Terms of Office Applications

Listed below are the 18 current board members' seats whose terms of office expire October 31, 2020. WMW staff will be collecting applications for the November 1, 2020 - October 31, 2022 office term. Staff is encouraging current board members to reapply. The application process has been updated this year. Applications can be submitted via online at: https://www.westmiworks.org/workforce-development-board-application/

Applications are due July 31, 2020. Applications will be reviewed by a Nominating Committee assigned by the Executive Committee. Applications will be presented to the Executive Committee and the ACSET Governing Board for final approval.

Business: 9 seats
Community-Based Organization: 3 seats
Economic Development: 2 seats
Higher Ed: 2 seats
Organized Labor/Employee rep: 1 seat
Vocational Rehab: 1 seat

ACSET Personnel Actions – June 15, 2020

CLASS	EMPLOYEE	APPOINTMENT	DATE	LOCATION

Appointments

Class	Employee	Appointment	Date	Location
Business Solutions Coordinator	Trevor Mier	Permanent	5/4/20	Westside, GR
Business Solutions Representative	Jeremy Loyselle	Permanent	4/20/20	Muskegon
Career Coach	Cara Achterhof	Permanent	6/1/20	Franklin, GR
	Nancy Campbell		6/1/20	Franklin, GR
	Emily Carmey		5/4/20	Montcalm
	Jarret Ruffin		4/20/20	Muskegon
Quality Assurance Specialist	Siobhan Johnson	Permanent	6/2/20	Ottawa
Talent Solutions Manager	Shana DeWent	Permanent	6/15/20	Ottawa

Separations

Class	Employee	Appointment	Separation Date	Location

Promotion

From	To	Employee	Appointment	Date	Location
Business Solutions Representative	Industry Council Lead	Kyle Tarkington	Permanent	4/27/20	Franklin, GR

June 15, 2020

ACSET Operations Staffing

West Michigan Works!

Item #7b

Current **June 2020**

CLASSIFICATION	Approved	Filled (Permanent)	Filled (Other)	Vacant
Accountant	3	3	0	0
Accounting Assistant	5	2	0	3
Accounting Manager	1	1	0	0
Accounting Supervisor	1	1	0	0
Assessment Specialist	4	4	0	0
Assistant Manager	13	13	0	0
Attorney	2	2	0	0
Business Solutions Coordinator	4	4	0	0
Business Solutions Director	1	1	0	0
Business Solutions Manager	2	2	0	0
Business Solutions Representative	17	15	0	2
Career Coach	53	52	0	1
Career Navigator	26	25	0	1
Chief Executive Officer	1	1	0	0
Chief Financial Officer	1	1	0	0
Chief Operating Officer	1	1	0	0
Computer Support Specialist	2	2	0	0
Custodian	1	1	0	0
Executive Assistant	1	1	0	0
Facilities Coordinator	1	1	0	0
Facilities Manager	1	1	0	0
Human Resource Assistant	3	3	0	0
Human Resource Director	1	1	0	0
Industry Council Leads	5	5	0	0
Information Technology Manager	1	1	0	0
Marketing & Communications Assistant	1	1	0	0
Marketing & Communications Coordinator	2	1	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	1	1	0	0
Quality Assurance Specialist	9	8	0	1
Records Service Specialist	5	5	0	0
Resource Specialist	3	1	0	2
Retention Solutions Manager	1	1	0	0

Talent Development Instructor	11	11	0	0
Talent Development Manager	1	1	0	0
Talent Development Specialist	9	8	0	1
Talent Solutions Director	1	1	0	0
Talent Solutions Manager	6	5	0	1
Training Consultant	1	1	0	0
Youth Solutions Manager	1	1	0	0
TOTALS	**218**	**204**	**0**	**14**

CLASSIFICATION	**Filled**
Participant/Temporary	0

West MICHIGAN WORKS!®

Strategic Plan - Update 2020

VISION

West Michigan Works! is an employer-recognized model of high-quality service that convenes an aligned network of partners, cultivates a skilled workforce, and meets the needs of employers.

MISSION

To lead workforce development strategy and resource alignment in West Michigan by understanding the talent needs of employers and employment needs of jobseekers and connecting them to solutions.

VALUES

CORE COMPETENCIES

Convening & connecting • Outreach & communication
Career coaching and assessment • Employment & retention
Gathering & disseminating information

GOALS

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

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

C Enhance capacity and increase resources by leveraging strengths, successes, and networks.

D Improve engagement across the organization through strategic initiatives, professional development, and a solutions-driven culture.

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

CUSTOMER-FOCUSED STRATEGIES

	A	B	C	D	E
1. Engage opportunity youth with experiences that build occupational awareness and prepare them for career pathways within the local economy.	●	●		●	●
2. Connect with overlooked talent pools through partnership networks and strategic outreach efforts.	●	●			●
3. Expand employability skills training services to new, targeted audiences across the region.		●	●		●
4. Establish and expand services that provide solutions for retention of employees at West Michigan employers.	●		●		●

SYSTEM-FOCUSED STRATEGIES

	A	B	C	D	E
5. Advocate for systems and resources that lessen barriers to success for employers and underserved communities in West Michigan.	●	●			●
6. Maintain career pathways mapping for the region's key industries and serve as the primary resource for pathways information across the region.	●		●		
7. Enhance the positive reputation of West Michigan Works! through brand association with workforce resources and opportunities.	●		●		●

CAPACITY-BUILDING STRATEGIES

	A	B	C	D	E
8. Develop mechanisms that enable the organization to capitalize on successful initiatives and pursue different sources of funding.			●	●	
9. Develop robust systems for professional development in support of a culture that emphasizes staff diversity and inclusion, training, and empowerment.				●	●
10. Improve communication among staff departments in support of a culture that prioritizes team-based approaches and solutions-driven strategies.				●	●

ACCOUNTABILITY STRATEGIES

	A	B	C	D	E
11. Engage board members in ongoing continuous improvement through subcommittees and workgroups that reinforce strategic priorities.	●			●	●
12. Conduct annual reviews of service delivery models and execution to ensure equity, consistency, and quality at all West Michigan Works! Service Centers.	●			●	●

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

SERVICE CENTERS

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

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

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

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

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

215 Straight Ave NW
Grand Rapids, MI 49504
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Rockford, MI 49341
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Greenville, MI 48838
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Supported by the State of Michigan

MEMORANDUM

TO: ACSET Governing Board

FROM: **West Michigan Works! Staff**

DATE: June 15, 2020

RE: Solutions Driven Updates

West Michigan Works! has made quick adjustments to serve our communities to the best of our abilities in these unprecedented times. The following is a brief update of what our departments have been doing to meet the changing needs of our region.

Unemployment Insurance (UI) Assistance:

We continue to have staff assigned to assist Unemployment Insurance resolving issues over the phone. From May 1 – June 5, we fielded nearly 15,000 calls in our centers, assisting with simple issues like password resets, and assisted 2,252 with more complex Unemployment Insurance problem resolution. With some changes to Unemployment that stopped payment for thousands of people across the State, our staff have received a new level of training to assist with Identification Verification issues so people can resume their benefits. In the second week of June aloe, we answered over 6,000 calls, mostly related to this issue.

Virtual Talent Services:

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

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

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

Virtual Rapid Response Services:

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

Business Solutions Representatives continue to assist employers by providing resources and information on layoff prevention and UIA assistance for those needing to downsize. Virtual meetings and worker orientations, in collaboration with the state, are offered to any employer affected by layoffs.

During this time, we've also had an employer certify for Trade Adjustment Assistance (TAA) and developed a process for delivering a virtual TAA Worker Benefit Orientation and doing virtual registrations for the Trade program.

Virtual Hiring Events:

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

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

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

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

Weekly Hot Jobs Blast Newsletter:

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

Retention Solutions Network (RSN):

The Retention Solutions Network (RSN) suspended all onsite visits and off-site meetings during the executive order. Throughout the stay at home order, RSN success coaches provided services to member employees via phone and virtual appointments. Services being utilized during the shutdown included the following: support services, budgeting assistance/financial literacy, customized referrals/resources to community partners and UIA guidance to employees and members of their household that are displaced due to COVID-19. Now that the executive order has been lifted, Success Coaches will resume onsite visits for member employers that are accepting outside visitors.

The network currently has four participating members. The networks first member to join, DeWys Manufacturing, has signed on for a second year of membership. The RSN is also in the process of onboarding its fifth employer, Haworth. Haworth has committed to an initial two-year membership contract. Their network membership starts on July 1st.

State funding to expand the development of the network has been extended through September 30, 2021.

https://www.michigan.gov/whitmer/0,9309,7-387-90499-527530--,00.html

Governor Whitmer Announces "Futures for Frontliners," a G.I. Bill Program for Essential Workers

For Immediate Release:
April 29, 2020
Contact: press@michigan.gov

Governor Whitmer Announces "Futures for Frontliners," a G.I. Bill Program for Essential Workers

Program Will Provide Tuition-Free Postsecondary Education Opportunities for Essential Workers; Governor Announces Other Initiatives to Protect Workers and Their Families During the Ongoing COVID-19 Pandemic

LANSING, Mich. — Governor Gretchen Whitmer today announced a series of initiatives to help Michigan workers and their families during the ongoing COVID-19 pandemic, including the "Futures for Frontliners" program to provide a tuition-free pathway to college or a technical certificate to essential workers who don't have a college degree. This includes workers like the ones staffing our hospitals and nursing homes, stocking the shelves at grocery stores, providing child care to critical infrastructure workers, manufacturing PPE, protecting public safety, picking up trash, or delivering supplies.

"The Futures for Frontliners program is our way of saying 'thank you' to those who have risked their lives on the front lines of this crisis. This program will ensure tuition-free college opportunities and give these dedicated Michiganders an opportunity to earn a technical certificate, associate degree or even a bachelor's degree," **Governor Whitmer** said. "I want to assure all of our workers we will never forget those of you who stepped up and sacrificed their own health during this crisis. You're the reason we're going to get through this."

The "Futures for Frontliners" program is the first of its kind in the country, and was inspired by the federal government's support of soldiers returning from World War II by providing educational opportunities. Frontline workers who take advantage of this program will help us reach Governor Whitmer's goal to increase the number of working-age adults with a technical certificate or college degree from 45% to 60% by 2030. The Governor stated that she looks forward to working on enacting her proposal with the bipartisan legislative coalition that helped pass Reconnect last month, the program to offer adults over 25 without college degrees tuition-free access to community college.

Governor Whitmer also announced that she is expanding the state's Workshare Program to allow employers to reduce employee hours to receive weekly unemployment insurance (UI) benefits as well as the additional

$600 Pandemic Unemployment Assistance (PUA) weekly benefit. Both benefits will be funded through federal dollars. Through July, the program can act as supplemental pay for critical infrastructure workers by allowing them to collect the extra $600 per week.

Governor Whitmer also called on leaders in Congress to support Sen. Gary Peters' Heroes Fund to provide hazard pay for frontline workers putting their lives on the line to ensure access to life-saving care, food, and other critical services during the pandemic. It is estimated that more than three million of these essential workers are currently on the job in Michigan. Supported by Sens. Stabenow and Peters, the Heroes Fund proposal would provide these workers with an additional $13 per hour, up to $25,000, with an additional potential recruitment incentive of up to $15,000 for essential medical workers.

“No Michigander should have to worry about how to feed their family or pay rent during a crisis. And no Michigander should be scared to go to work,” said **Governor Whitmer.** “From the beginning, my team and I have been working around the clock to solve those problems for working families. And I will continue to fight for our working people long after this crisis is over.”

National Association of Workforce Boards

"Relaunching America's Workforce Act" Summary

Overview:

The "Relaunching America's Workforce Act" (RAWA), introduced by Chairman Bobby Scott (D-VA3) of the House Education and Labor Committee, is intended to provide both immediate and long term supports to the U.S. workforce. The proposed funding structure in the legislation mirrors The American Recovery and Reinvestment Act, the stimulus bill passed in 2009 to address The Great Recession. Funding for the workforce system will be funneled through existing channels, to get resources to the local level as quickly as possible. RAWA aims to keep people on the job now, while also putting people back to work when necessary. RAWA focuses on maintaining core elements of WIOA and CTE by focusing on the most vulnerable populationsand, while recognizing the definition of this will change due to the COVID-19 crisis, ensuring supports will be provided to those most effected. This Act increases flexibility so more funding can be used for training, supportive services, and career services.

Top Level Funding:

- **$500 million** for National Dislocated Worker Grants
- **$2.5 billion** for State Dislocated Worker Grants
- **$2.5 billion** for Youth Workforce Investment Activities
- **$2.5 billion** for Adult Education and Training Activities
- **$1 billion** for Wagner- Peyser/Employment Services
- **$500 million** for JobCorps
- **$150 million** for Native American Programs
- **$150 million** for Migrant and Seasonal Farmworkers
- **$250 million** for YouthBuild
- **$350 million** for Reentry Employment Opportunities
- **$500 million** for Registered Apprenticeships
- **$1 billion** for Adult Education and Literacy
- **$2 billion** for Community College and Industry Partnership Grants (TAACCCT Grants)

Flexibilities and Legislative Takeaways:

- Provides eligibility flexibility and maintaining eligibility for use. This legislation expands on increased eligibility offered in the CARES Act, ensuring that all individuals in need of WIOA services are able to access them.
- Expands eligibility so anyone can access individualized career services
- This eligibility extends to all in the labor force, including the "gig" or independent contract worker.
- Expands the allowable amount of funds used on incumbent workers to 40%.
- Makes allowable 40% of funds for transitional jobs, including public sector jobs.
- Allows 75% of employee wages eligible to be reimbursed for on the job training.
- Allows for an additional 10% of allocated funds for governor's reserve to be used for COVID-19 response.
- Requires states to deliver a COVID-19 recovery plan within 60 days of funds being distributed.
- Requires that at least 50% of dislocated worker grants to be distributed in 60 days.

- Makes allowable 1/3 of adult education funds to be used on incumbent worker training and employer supports.
- Native American Grants expanded eligibility to individuals at up to 150% of poverty line.
- No funds for this act may be used for IRAPs or SREs.

National Association of Workforce Boards

Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act Summary

This is the first COVID-19 response legislation to directly target WIOA formula programs and the workforce development system. HEROES proposes to appropriate $2.04 billion to the workforce development system. This legislation would relax eligibility requirements from WIOA to include all those described as a "covered individual" under the CARES Act. HEROES also proposes that priority of services in local one-stops be given to those directly impacted by COVID-19 economically, including those seeking employment, dislocated workers, individuals with barriers to employment, and individuals who are unemployed or underemployed. This money is proposed to be allocated as follows:

- **$485 million** for grants to States to be used for Adult Employment and Training Activities including:
  - Incumbent Worker Trainings
  - Transitional Jobs
  - On the Job Training
  - Individualized Career Services
  - Supportive Services
  - Needs-related Payments
  - Facilitating remote access to training services providing through the one-stop system using technology
  - To be available through 6/30/21
- **$518 million** for grants to States to be used for Youth Activities including:
  - Supportive Services
  - Summer Employment for Youth
  - Facilitating remote access to training services providing through the one-stop system using technology
  - To be available through 6/30/21
- **$597 million** for grants to States for Dislocated Worker Employment and Training Activities Including:
  - Incumbent Worker Training
  - Transitional Jobs
  - On the Job Training
  - Individualized Career Services
  - Supportive Services
  - Needs-related Payments
  - Facilitating remote access to training services providing through the one-stop system using technology
  - To be available through 6/30/21
- **$400 million** for the Dislocated Workers Assistance National Reserve
  - To be available through 9/30/23
- **$25 million** for Migrant and Seasonal Farmworker Programs

Additionally, there is a proposed **$500 million** to be appropriated to establish a contract tracing system in the United States (Sec. 30561, Pg. 515-554). This proposal names local workforce boards as a key eligible partner in preparing a contract tracing workforce. HEROES proposes that of the funds eligible to local boards that 10% be used for administrative costs and 60% must be used for recruitment and training for COVID-19

testing, contact tracing, surveillance, containment and mitigation. However, this legislation proposes that 30% of allocated funds be kept in reserve to support the transition of individuals hired as contact tracers and related positions into education or training program, or un-subsidized employment upon the completion of these positions.

NAWB will continue to provide our members regular updates on this and any similar legislation. We have pulled the most significant aspects of this bill for workforce, we will continue to analyze the legislation in the coming days.
For questions, comments, or concerns please reach out to Matt Bandstra at bandstram@nawb.org.