



**Governing Board Meeting**  
**Westside Service Center**  
**215 Straight Ave. N.W. Grand Rapids, MI 49504**  
**The public may attend in-person or by remote participation via Teams.**

**[Click here to join the meeting](#)**

**Or call in (audio only) [+1 616-803-9815,,138814730#](#) United States, Grand Rapids**  
**Phone Conference ID: 138 814 730# [Find a local number](#)**  
**Monday, June 27, 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 April 25, 2022 Minutes  | <b>Action Required</b>  |
| 4. Report on Financial Activities: Notes to May 2022 Board Financials<br><i>Bob Perkins, Chief Financial Officer</i>                                       | <b>Information Item</b> |
| 5. Report on Administrative Activities<br><i>Laura Krist, Human Resource Director</i><br>a. ACSET Personnel Actions Report<br>b. ACSET Operations Staffing | <b>Information Item</b> |
| 6. Youth Program Contracts<br><i>Angie Barksdale, Chief Operating Officer</i>  | <b>Information Item</b> |
| 7. WDB Dashboard and Solutions Driven Updates<br><i>Angie Barksdale</i>  | <b>Information Item</b> |
| 8. Wagner Peyser (WP) Proposed Rule<br><i>Jacob Maas, Chief Executive Officer</i>  | <b>Information Item</b> |
| 9. Workforce Development Board (WDB) Terms of Office (2022-2024)<br><i>Jacob Maas</i>  | <b>Information Item</b> |
| 10. Other Business<br><i>Jacob Maas</i><br>a. 2022 Best Practice Award<br>b. Service Center Location updates   | <b>Information Item</b> |
| 11. Public Comment   |                         |
| 12. Adjournment  |                         |

**Next Scheduled Governing Board Meeting:**  
**Monday, August 22, 2022 at 8:30 a.m. Location: Westside Service Center**



**Governing Board Meeting**  
**Westside Service Center**  
**215 Straight Ave. N.W. Grand Rapids, MI 49504**  
<https://westmiworks-org.zoom.us/j/96695571360>  
 You can also dial in using your phone: +1 (929) 436-2866  
**Meeting ID: 966 9557 1360 Passcode: 619064**  
**Monday, April 25, 2022 • 8:30 a.m. – 10:00 a.m.**

## MINUTES

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

**Governing Board Members Absent:** Commissioners Geiger, Garcia, Pego

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

**Guests Present:**

1. Call to Order by Commissioner Lenear at 8:31 a.m. Commissioner Lenear requested introductions of members, staff and guests attending the meeting.
2. Public Comment- Agenda Items- Janette Monroe, Executive Assistant noted that there was a typing error on Item #4 of the February 28, 2022 minutes; the Motion should read as follows: "Com. De Young nominated Commissioner Storey to serve as the Vice-Chairperson of the ACSET Governing Board for 2022."

Janette Monroe further noted that on today's agenda the Requested Action on Item #8c Memo should read as follows: "We are requesting Governing Board approval to remove the second CFO position from the West Michigan Works! staffing chart."

3. Approval of the February 28, 2022 Minutes **Action Required**

**Motion – Com. Kallman as amended with corrections stated above.**

**Second – Com. LaGrand**

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

4. Report on Financial Activities

- a. ACSET Financial Report - Notes to March 2022 Board Financials **Information Item**  
 Bob Perkins, Chief Financial Officer, reviewed ACSET's statement of revenue and expenditures for the nine months ending March 31, 2022. Brief discussion took place, and Bob and staff answered board members' questions.

- b. FYE 2022 Budget Modification Request **(75% affirmative vote of members present) Action Required**  
 Bob Perkins reported that the proposed budget for fiscal year ending June 30, 2022 has been modified for consideration. Bob reviewed the changes and staff answered board members' questions. Bob requested the ACSET Governing Board's approval of the modified budget.

**Motion – Com. Tiejema**

**Second – Com. Kallman**

**Item Approved by Vote – No Roll call vote taken. All 11 members present voted affirmatively.**

**Motion carried.**

c. FYE 2023 Budget **(75% affirmative vote of members present) Action Required**

Bob Perkins reported that the proposed budget for fiscal year ending June 30, 2023 is being presented for consideration. Bob reviewed the budget which includes flat funding in various programs, budget for salaries, consumables, training, and direct client costs. Bob reported that a budget modification will further be presented to the board for approval once final allocations are received. Discussion took place and staff answered board members' questions. Staff requested the ACSET Governing Board's approval of the proposed FY 2023 budget.

**Motion – Com. LaGrand**

**Second – Com. Tiejema**

**Item Approved by Vote – No Roll call vote taken. All 11 members present voted affirmatively.**

**Motion carried.**

d. Renewal of Line of Credit Request **Action Required**

Bob Perkins reported that ACSET currently holds a \$325,000 line of credit with Fifth Third Bank. This line of credit expired March 2022. Bob reported that this line of credit would only be needed in the event of unforeseen expenses or a delay in receiving cash requests. Bob requested the ACSET Governing Board's approval of the line of credit renewal.

**Motion – Com. LaGrand**

**Second – Com. Womack**

**Item Approved by Vote – No Roll call vote taken. All 11 members present voted affirmatively.**

**Motion carried.**

5. West Michigan Works! (WMW) Workforce Development Board (WDB)

Member Appointment

**(roll call: 75% affirmative vote of members present) Action Required**

Jacob Maas, Chief Executive Officer, reported that WDB Member Cindy Brown recently left The Right Place, Inc. and that staff received a nomination to fill her seat on the board. TaRita Johnson currently serves as the Senior Vice President, Talent & Diversity at The Right Place. TaRita assists companies with talent and diversity strategies, Lead "People" Pillar. She has served on the GMB Architecture Board providing expertise on talent, recruitment, and diversity. Jacob reported that in March 2022, the Executive Leadership Committee of the WDB supported the nomination of TaRita Johnson to fill the open seat with the term of office through October 31, 2022. Jacob requested the ACSET Governing Board's approval to appoint TaRita Johnson to the WDB.

**Motion – Com. Tiejema**

**Second – Com. LaGrand**

**Item Approved by Vote – No Roll call vote taken. All 11 members present voted affirmatively.**

**Motion carried.**

6. Report on Administrative Activities

**Information Item**

a. ACSET Personnel Actions Report

Laura Krist, Human Resource Director, reported that there have been twelve (12) appointments, eight (8) separations, and four (4) promotions.

b. ACSET Operations Staffing

Laura Krist reported that ACSET currently has 204 out of 233 positions filled. Staff are currently looking to fill 17 positions, some of which have pending offers at this time.

c. Update to Staffing Chart

**Action Required**

Laura Krist reported that there are currently two Chief Operating Officers on the staffing chart. Laura reviewed that the additional CFO was originally added to cover the period of time that the

outgoing CFO remained on staff to train Bob Perkins for the role. Laura stated that only one CFO is needed now and requested GB approval to delete the second CFO position from the staffing chart.

**Motion – Com. Reppart**

**Second – Com. Kallman**

**Item Approved by Vote – All 11 members present voted affirmatively. Motion carried.**

7. Strategic Workforce Solutions (SWS) Update **Information Item**  
 Jacob Maas reported that the newly formed 501(c)(3), officially known now as Strategic Workforce Solutions (SWS), is a separate legal entity from West Michigan Works!, with a separate accounting system, policies, and board of directors. SWS was created for work to be done in collaboration with its partner, West Michigan Works! / ACSET. Jacob reported that the intent is for work being done outside of the 7-county region, with a fee for service and is for work done outside the core services/activities of West Michigan Works!. Jacob reported that there is a Memorandum of Understanding (MOU) between ACSET and SWS which outlines the working relationship between both entities. Jacob reported that an employee leasing and service agreement between the two organizations is being finalized. At this point, SWS will not have employees, but may lease time from ACSET employees to implement services, activities and provide administrative support. Jacob answered board members' questions.
8. WDB Dashboard and Solutions Driven Updates **Information Item**
  - a. Dashboard  
 Jacob Maas, Chief Executive Officer, reviewed the Service Summary for October 1, 2021 through March 31, 2022 with board members. The Summary provides data about the organization's progress toward fulfillment of its services in alignment with the 2020 Strategic Plan. Angie reviewed the data points related to Service Center Traffic & Call volume, Diversity of Job Seekers Served, Employers Served, Diversity of Employers (which includes industries represented in the "Other" category such as consulting, education, entertainment/media, finance, government, hospitality, not-for-profit, retail, recreation, staff agency, and communication), Jobs Filled by Industry, Training Credentials by Industry (which includes active non-Going Pro Talent Fund (GPTF) grants that are administered by WMW), Training Completed with GPTF grants (trainings that have been completed and paid out), Hiring Events, Retention Solutions, and Work Ready Certificates Earned.
  - b. Solutions Driven Updates:  
Grants-New
    - i. Good Jobs Challenge  
 West Michigan Works! and GRCC submitted a proposal for the Good Jobs Challenge (GJC) grant through the Economic Development Agency's (EDA) American Rescue Plan Act. The GJC grant is designed to assist communities and regions by developing and strengthening regional workforce training systems that support sectoral partnerships, designing sectoral partnerships, and implementing sectoral partnerships that will lead to high-quality jobs. 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. Jacob stated the total request was just over \$10.2 million for the three-year project.
    - ii. 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. Participants in the program will receive grant funding to: (1)

create career pathways in partnership with local training providers and community partners that result in sought-after industry credentials and certifications, (2) access and develop a diverse talent pool, and (3) build a culture of success for low-income employees. This program will fund up to 20 companies that 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 may apply to participate on The Right Place website.

c. Grants-Ongoing

Jacob Maas stated that several grants listed below are all focused on training, re-training, and apprenticeships to ensure job seekers are ready for in-demand jobs.

i. Grand Rapids Community College's One Workforce Grant

WMW has partnered with GRCC on a \$9.8 million H1-B One Workforce Grant, focusing on advanced manufacturing. 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.

ii. 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 & Technology (WMCAT) received a \$2 million award to fund short-term, high-demand training that leads to a credential in the food processing, healthcare, IT, retail, sales, supply chain, and manufacturing industries. MiLEAP focuses on individuals who are dislocated, underemployed, essential workers, living in distressed rural and urban communities and economically disadvantaged.

iii. 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 US Department of Labor (DOL) 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.

iv. State Apprenticeship Expansion (SAE) – West Michigan 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.

v. 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.

d. Industry Talent Council Initiatives

Jacob reviewed the following initiatives that the talent councils have been engaged in and asked members to take a look at the Annual Community Report, which was provided to members in the board packet.

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

e. WMW Sponsored Registered Apprenticeships Program:

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 Employment and Training Administration (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](#).

f. Programs

- i. 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.
- ii. 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 is in close partnership with Muskegon County Friend of the Court and includes 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.
- iii. MiCareerQuest 2022:  
Middle and high school students (grades 7 through 10) registered for MiCareerConversations this year. Attendees 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. Jacob also stated that the event is planned to take place in-person for 2023.

iv. Clean Slate:

The Clean Slate law makes it possible for people to petition for an expungement. An expungement removes convictions from public criminal record and as a result, job seekers can legally state that they have never been convicted or arrested for that crime on job, school, and/or housing applications. In addition to assisting job seekers with set a side application, fingerprinting, attorney fees, and navigation, WMW is working closely with Legal Aid of West Michigan and other local entities to offer workshops and expungement fairs to the public.

g. Initiatives

i. 2022 Hot Jobs Report and Career Pathway Maps:

Additional information in packet.

ii. Talent Survey:

The talent survey WMW conducted in 2020/2021 provided valuable information for service deliveries and for regional employers, so we decided to conduct the survey annually. However, there was enough interest with other MWAs across the state and at the State level that we are working as a system on statewide talent survey. Data will be available both at a state and local level for planning purposes. We anticipate this survey to launch towards the end of April 2022.

iii. Grow with Google:

WMW has received 100 scholarships to provide access to job seekers and incumbent workers to earn a Google Career Certificate. The online training leads to in-demand skills without the need for a college degree or prior experience, in the fields of data analytics, IT support and project management.

Commissioner Kallman inquired about partnerships throughout the region. Jacob reviewed the relationships with the local chambers, economic developers, community colleges, non-profits, and several businesses, etc. which are tracked by each service center manager in coordination with the One-Stop Operator, the Solutions Driven Subcommittee and the workforce development board. Commissioner Tiejema requested clarification on the Solutions Driven Update on the "WMW Sponsored Registered Apprenticeships". Jacob Maas provided feedback on the cohort models.

9. Other Business

**Information Item**

- a. National Association of Workforce Boards (NAWB) Forum: Excellence in Partnership and Collaboration Award: West Michigan Works! and Grand Rapids Community College (GRCC)  
Jacob Maas reported that WMW and GRCC presented at the Forum in an Issue Session "Reimagining Partnerships to Meet Goals" and had over 160 attendees. Jacob also reported that unbeknownst to him or Dr. Pink, WMW and GRCC received an "Excellence in Partnership and Collaboration" Award from NAWB. Jacob reiterated how important and valuable these community partner relationships are needed and valued.
- b. 2021 State of the West Michigan Workforce Talent Survey  
Jacob Maas stated members can view the previous survey at the link posted above. Jacob reported that an updated statewide Talent Survey will be kicking off this spring.
- c. Service Center Location updates  
Jacob Maas reported that the new Ionia Service Center located at 603 W. Adams St, has

officially opened April 18, 2022. Jacob reported there will be a formal ribbon cutting in the near future. The Ottawa Service Center is still in the process of moving which will be in close proximity to the GRCC Lakeshore Campus.

d. Wagner-Peyser (WP) Proposed Rule

Jacob Maas reported that the DOL recently came out with a Notice of Proposed Rule change regarding WP. Jacob reviewed that in the early 1990s, DOL approved limited exemptions for 3 states (Colorado, Massachusetts, and Michigan) whilst establishing the one-stop delivery system to test alternative service-delivery models, but subsequently noted that no additional exemptions would be authorized. These 3 states have relied on the exemption in their approved State plans to use non-State-Merit based staff. If the proposed WP rule is implemented, it would require Michigan to discontinue its use of Public Merit Based staff and use only State-Merit Staff to deliver WP services. Jacob stated that if implemented, DOL would provide 18 months to align the changes. Jacob discussed with members, the positions, programs/services that would face these devastating disruptions. Jacob stated he is participating on a state-wide workgroup with all 16 Michigan Works! Agencies (MWAs), who have begun working tirelessly on outreach and communications preparation, while the proposed rule is in the 60-day public comment period. In addition to outreach with federal lobbyists, the Governor's Office, National Association of Workforce Boards (NAWB) and the other states. Jacob reported that additional information requesting GB member support will be forthcoming. Discussion took place and Jacob answered board members' questions.

e. Commissioner LaGrand inquired about the Ionia Service Center hours.

f. Commissioner Reppart asked if WMW had weighed in at all about earned income tax credits. Jacob reported that WMW signed on for support.

10. Public Comment- None.

11. Adjournment at 10:00 a.m. by Chairperson Lenear.

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



**ADMINISTRATIVE OFFICE**

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

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

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

**Barry County**

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

**Ionia County**

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

**Kent County**

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

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

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

**Montcalm County**

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

**Muskegon County**

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

**Ottawa County**

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

## MEMORANDUM

**TO:** ACSET Governing Board

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

**DATE:** June 27, 2022

**RE:** May 2022 Board Financials

### Revenue

Revenues for the eleven months ending May 31, 2022 totaled \$30.7 million which is \$9.7 million greater than the prior year. The main difference was \$8.9 million related to the Going Pro Talent Fund (GPTF), timing in revenue recognition from Partnership. Accountability. Training. Hope (PATH) of \$1.9M, timing of Workforce Innovation and Opportunity Act (WIOA) of \$1.7M, and new funding from Barrier Removal Employment Success (BRES) of \$378K and Clean Slate of \$246K. The following funds had decreases year to date compared to the prior year. Employment Services (Wagner-Peyser) timing of \$1.6M, American Promise had funding in the prior year of \$317K, Unemployment Insurance funding in the prior year of \$744K, Community Venture decrease in revenue of \$617K, decrease in Kellogg-Hiring Model of \$125K, decrease in DeVos funding of \$172K, Rise Up – Mercy Plan of \$81K, Economic Transition of \$112K

### Expenditures

Overall operating expenses are above the proposed budget by .93%.

- Fringe Benefits are up \$300K from the prior year due health insurance costs.
- Consumables are \$242K more than the prior year. The main increase is due to office furniture purchased for the Ottawa and Ionia service centers - \$217.5K.
- Outside Services are up by \$342K compared to prior year. The following items make-up of the difference:
  - \$225K 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 are up by \$67K compared to prior year. 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
  - The remainder is in replacement computers

Subcontractors is up over the prior year by \$347K. The increase is due to Future of Work (new fund) grant of \$81k, Clean Slate Pilot (new fund) of \$140K, Michigan Learning & Education fund (new fund) of \$54K with the remainder from the WIOA youth.

Training expenses are \$7.6 million more than the previous year. Mainly due to Going Pro Talent Fund (GPTF).

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

	YTD Thru May 2022 Actual	YTD Thru May 2021 Actual	YTD 2021/2022 Budget Mod #1	Budget Variance	Budget Variance %
<b>Total Revenue</b>	<u>\$ 30,699,655</u>	<u>\$ 20,972,920</u>	<u>\$ 30,320,725</u>	<u>\$ 378,930</u>	<u>1.25%</u>
<b>Expenses</b>					
<b>Operating Expenses</b>					
Wages	\$ 9,844,442	\$ 9,344,183	9,898,967	\$ 54,525	0.55%
Fringe Benefits	3,524,656	3,224,167	3,587,815	63,159	1.76%
Consumable supplies	1,107,688	761,003	847,852	(259,836)	-30.65%
Transportation	74,036	46,863	66,608	(7,428)	-11.15%
Outside services	1,140,134	798,601	1,139,450	(684)	-0.06%
Space and communications	1,627,384	1,651,271	1,633,502	6,118	0.37%
Equipment rent and maint	57,997	37,154	55,251	(2,746)	-4.97%
Equipment purchases	182,920	115,472	206,425	23,505	11.39%
Other expense	530,857	562,263	487,926	(42,931)	-8.80%
<b>Total operating expense</b>	<u>18,090,114</u>	<u>16,540,977</u>	<u>17,923,796</u>	<u>(166,318)</u>	<u>-0.93%</u>
<b>Subcontractors</b>	\$ 860,110	\$ 512,987	\$ 779,983	\$ (80,127)	-10.27%
<b>Training</b>	\$ 10,663,533	\$ 3,043,891	\$ 10,598,841	\$ (64,692)	-0.61%
<b>Direct Client Expenses</b>	<u>\$ 1,085,898</u>	<u>\$ 875,065</u>	<u>\$ 1,018,105</u>	<u>\$ (67,793)</u>	<u>-6.66%</u>
	<u>\$ 12,609,541</u>	<u>\$ 4,431,943</u>	<u>\$ 12,396,929</u>	<u>\$ (212,612)</u>	<u>-1.72%</u>
<b>Total Expenses</b>	<u>30,699,655</u>	<u>20,972,920</u>	<u>30,320,725</u>	<u>(378,930)</u>	<u>-1.25%</u>
<b>Excess of Revenue over Expense</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>

Unaudited

## ACSET Personnel Actions – June 17, 2022

CLASS	EMPLOYEE	APPOINTMENT	DATE	LOCATION
<b>Appointments</b>				
<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Accounting Assistant	David Gordon	Temporary	5/2/22	Admin, GR
Career Coach	Alicia Petty	Permanent	6/1/22	Muskegon
	Mack Solomon		6/6/22	Franklin, GR
Career Navigator	Sherri Black	Permanent	4/26/22	Muskegon
	Rhonda Darnell		4/26/22	Muskegon
	Guadalupe Garrido		6/13/22	Ionia/Montcalm
	Michael Maxson		5/10/22	N. Kent/Franklin, GR
	Margaret Newton		5/2/22	Allegan/Barry
Quality Assurance Specialist	Rebekah Purdy	Permanent	5/16/22	Ionia/Montcalm

<b>Separations</b>				
<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Separation Date</u>	<u>Location</u>
Business Solutions Manager	Kiosha Jeltema	Permanent	6/14/22	Westside, GR
Career Coach	Ahmed Alaabodi	Permanent	5/6/22	Franklin, GR
	Jameila McDonald		5/13/22	Franklin, GR
	Oonaugh Sain		5/13/22	Muskegon
Career Navigator	Samantha Mason	Permanent	6/17/22	Westside, GR
Quality Assurance Specialist	Melissa Cooper-Prince	Permanent	5/19/22	Westside, GR
Policy Manager	Jody Haagsma	Permanent	6/3/22	Westside, GR

<b>Promotions/Transfers</b>				
<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Career Navigator to Talent Development Instructor	Cindy Cline	Permanent	5/2/22	Muskegon
Assistant Manager to Talent Development Manager	Kelley Allard	Permanent	5/30/22	Muskegon
Assistant Manager to Business Solutions Manager	Richelle Smith	Permanent	6/15/22	Westside, GR

Current

June 2022

CLASSIFICATION	Approved	Filled (Permanent)	Filled (Other)	Vacant
Accountant	3	3	0	0
Accounting Assistant	5	2	0	3
Accounting Manager	1	1	0	0
Accounting Supervisor	1	1	0	0
Apprenticeship Success Coordinator	2	2	0	0
Assessment Specialist	4	4	0	0
Assistant Manager	14	12	0	2
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	14	0	3
Career Coach	54	46	0	8
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	0	0	1
Director of Development and Innovation	1	1	0	0
Executive Assistant	1	1	0	0
Facilities Coordinator	1	1	0	0
Facilities Manager	1	1	0	0
Human Resource Assistant	3	2	0	1
Human Resource Director	1	1	0	0
Industry Council Leads	5	5	0	0
Information Technology Manager	1	1	0	0
Marketing & Communications Assistant	1	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	4	0	1
Quality Assurance Specialist	10	9	0	1
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	11	0	0
Talent Development Manager	1	1	0	0
Talent Development Specialist	9	8	0	1
Talent Solutions Director	1	1	0	0
Talent Solutions Manager	6	6	0	0
Training Consultant	1	1	0	0
Youth Solutions Manager	1	1	0	0
<b>TOTALS</b>	<b>232</b>	<b>205</b>	<b>0</b>	<b>27</b>

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

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**MEMORANDUM**

**TO:** ACSET Governing Board

**FROM:** West Michigan Works! Staff

**DATE:** June 27, 2022

**RE:** Youth Contract Extension

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Steepletown Neighborhood Services, Goodwill Industries, and Kent Intermediate School District (KISD) are providers of Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) services in Kent County.

All parties entered into contract with ACSET to perform services in accordance with the Workforce Innovation Opportunity Act (Pub. L. 113-128) with a period of performance beginning July 1, 2021, and an end date no later than June 30, 2022, unless terminated prior to that date. Contracts also allow for an extension at the sole discretion of ACSET for a period of three (3) years based on performance.

On June 13, 2022, the Workforce Development Board approved the recommendation to grant a one-year extension to Steepletown Neighborhood Services and Goodwill Industries based on satisfactory performance.

Additionally, due to unsatisfactory performance, the Workforce Development Board approved the recommendation to grant a six-month extension to Kent Intermediate School District (KISD) to close out the existing contract and transition currently enrolled/active youth participants to other WIOA youth contractors or WMW direct service staff. This approval included a partial allocation through December 31, 2022, to perform the necessary closeout functions and prepare the youth and files for transition.

Please see the June 13, 2022 memorandum regarding KISD that was presented to the Workforce Development Board below for reference.



Item #7c

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West Michigan Works! is a division of ACSET, an equal opportunity employer/program and a proud partner of the American Job Center network. Auxiliary aids and services are available upon request to individuals with disabilities. West Michigan Works! is supported by state and federal funds; more details at [westmiworks.org/about/](http://westmiworks.org/about/).

**MEMORANDUM**

**TO:** West Michigan Works! (WMW) Workforce Development Board (WDB)

**FROM:** Tasha Evans, Talent Solutions Director

**DATE:** June 13, 2022

**RE:** Kent Intermediate School District (KISD) Workforce Innovation and Opportunity Act (WIOA) Youth Contract

**Background**

Kent Intermediate School District is a provider of Workforce Innovation and Opportunity Act (WIOA) In-School (ISY) and Out-of-School Youth (OSY) service in Kent County. During the WMW Request for Proposals for the WIOA Youth program, prior administration and oversight of the Kent ISD WIOA youth program transitioned, which reassigned the program to the Adult Education department of Kent ISD. As of Program Year (PY) 2021, Kent ISD began a transition to end ISY services, based on WDB recommendations. During PY21, KISD has been enrolling and providing services to OSY and finalizing services to ISY.

Prior to and during the current program year, numerous concerns regarding program operations have been identified by WMW staff. Although WMW staff have worked diligently to provide technical assistance and training for the provider, program operations continue to be a concern. Below is a synopsis of concerns and WMW attempts to rectify them.

**REQUEST FOR PROPOSAL (June 2021)** – Various concerns were addressed with Kent ISD regarding their WIOA Youth proposal. Written responses to the concerns were provided and accepted; however, the following concerns remain:

**Kent ISD and WMW Collaboration** – Lack of connection and utilization of the WMW Business Solutions staff to arrange Talent Tours, Job Shadows or work experiences. KISD proposed expanded use of this connection as submitted in the RFP follow up responses; however, to date only two Talent Tours for one youth each were requested in April 2022. Additionally, although it was proposed that the Kent ISD staff and the WMW Youth CC meet on a consistent basis to work collaboratively, no meetings or outreach has occurred with the WMW Youth CC in Kent County.

**Enrollment and Outcomes** – The Kent ISD proposal originally stated 225 OSY would be served during PY21. The follow up resubmission updated this to 175



OSY; however, their current OSY caseload (as of the 6/2/2022 OSMIS data) is 72.

Outcomes – The KISD resubmitted proposal outcome information, is referenced below:

<b>Total Student</b>		
<b>Enrolled 175*</b>		
		<b>Outcome</b>
HS Credential	140	80%
Ind Rec Cred	105	60%
WEX	43	25%
Post Sec. Ed	138	78.60%
Unsub Emp	140	79%

\*Only 4 OSY have been exited during PY21 – 3 exits to employment and 1 voluntary; however, no HS credentials were achieved for 3 youth in need of this credential. Additionally, to date, 6 OSY WEX and 0 Industry Recognized Credentials have been reported. Remaining outcomes, including HS credentials, unsubsidized employment and post-secondary education will be evaluated once the PY ends.

**Exit Project (August 2021-January 2022)** – A caseload management project began in August 2021 to more accurately reflect KISDs active caseload. A tracking log was created by WMW staff to assist with the project and to convey concise information regarding each record. Multiple iterations of the spreadsheet, guidance and emails transpired between KISD and WMW before finally resolving the KISD caseload exits the end of January 2022 – a 6-month commitment.

**Additional Funding Request (September 2021-March 2022)** – KISD requested \$120,000 in additional WIOA Youth funds on 9/15/21. Based on recommendation, the WDB approved half of the requested funding with a program re-evaluation to determine the approval of the remaining fund request. Contract management was re-evaluated, and a meeting conducted on 2/14/22 with KISD regarding the balance of requested funds. Due to ongoing concerns regarding enrollments, expenditures and reporting, no additional funds were approved, and a delivery plan was requested to address the issues and/or provide an innovative approach to operating the program which was due 2/28/22.

A delivery plan was submitted by 2/28/22; however, no innovative approach was included and additional information regarding the responses was requested by 3/15/22 to approve the plan. The additional information was provided by the 3/15/22 deadline; however, some of the responses have not materialized as noted in the plan regarding work experiences, ITA expenditures, enrollments and BSU collaboration.





**WIOA Youth Monitoring (March 2022-June 2022)** – As required by state and federal regulations, programmatic and fiscal contractor monitoring was conducted. File review results and a full monitoring report was provided to Kent ISD on May 2, 2022. The full monitoring report included findings on the following topics: data validation, work experience documents, data entry accuracy and timeliness, file documentation, use and reporting of incentives, individual service strategy concerns, lack of follow up and follow up services and case note details. Fiscal monitoring is still in process, requiring additional information from KISD. File resolutions were provided 6/1/2022 and are being reviewed for completion and accuracy. Responses to the 9-page monitoring report are past due and have not yet been submitted as of 6/2.

#### **Technical Assistance and Training Support:**

West Michigan Works! has provided the following training and support in an attempt to help rectify these issues:

2/17/2021	Eligibility & OSMIS Training
4/19/2021	WIOA Youth Performance Training Part 1
4/20/2021	WIOA Youth Performance Training Part 2
8/11/2021	Contractor Training #1 - Systems
8/16/2021	WIOA Youth Checklist Review
8/17/2021	Contractor Training #2 - Eligibility, Suitability & Enrollment
8/25/2021	Contractor Training #3 OSMIS Data Entry, Activities, Supports & Brief WIOA Performance
3/1/2022	Eligibility & Case Notes
3/10/2022	ISS Training
3/25/2022	Eligibility & Enrollment Packet (QAs Training)
4/22/2022	Case note training YouTube link provided in Monitoring Report

West Michigan Works! also provides monthly program reports and a variety of other reports (WMW initiated and KISD requested) to identify and assist with these ongoing issues, in addition to frequent email and phone support.

#### **Recommendation**

Currently, Kent ISD is in the first year of a possible three-year contract (possibility to extend from year to year, based on performance). Year one ends June 30, 2022. Due to the ongoing contract management concerns, it is the recommendation of ACSET/WMW staff that KISD is given only a 6-month extension (July 1 – December 31, 2022), to work on transitioning currently enrolled/active youth participants (including those in follow up) to other existing youth contractors or WMW direct service staff in Kent County and closeout Kent ISD's current WIOA youth contract. It is also recommended that the Kent ISD receive a partial allocation to extend their current contract through December 31, 2022, to perform the necessary closeout of their



Item #7c

WIOA youth program and prepare the youth and files for transition. Once we receive our official WIOA Youth allocation, budget recommendations will be provided.

#### **Action**

WMW staff are requesting WDB approval of moving forward with the above noted recommendations.



## Service Summary Oct 1, 2021 to Apr 30, 2022

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

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

### Strategic Plan Alignment



Enhanced Relationships



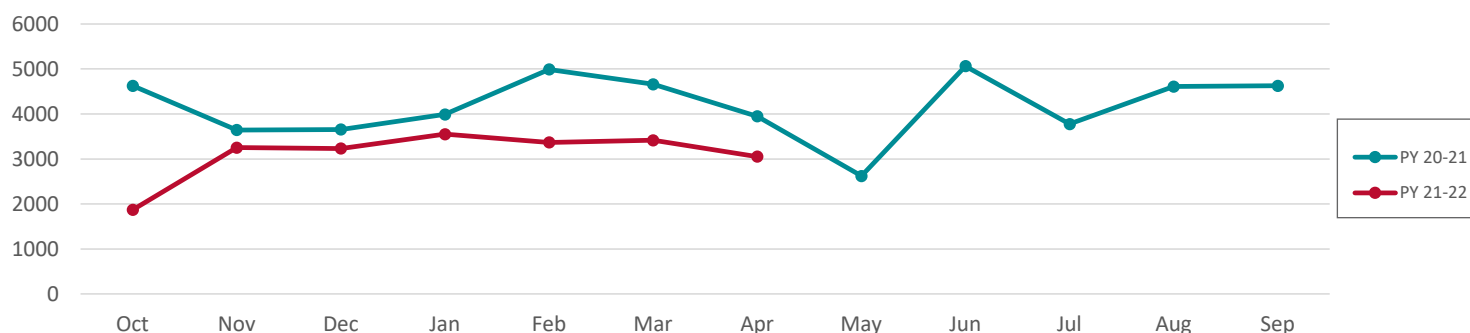
Pipeline Development



Diversity and Inclusion

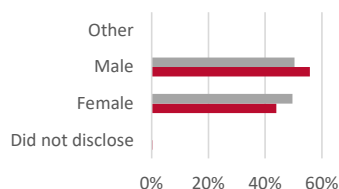
### Service Center Traffic & Call Volume\* (PY comparison by month)

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

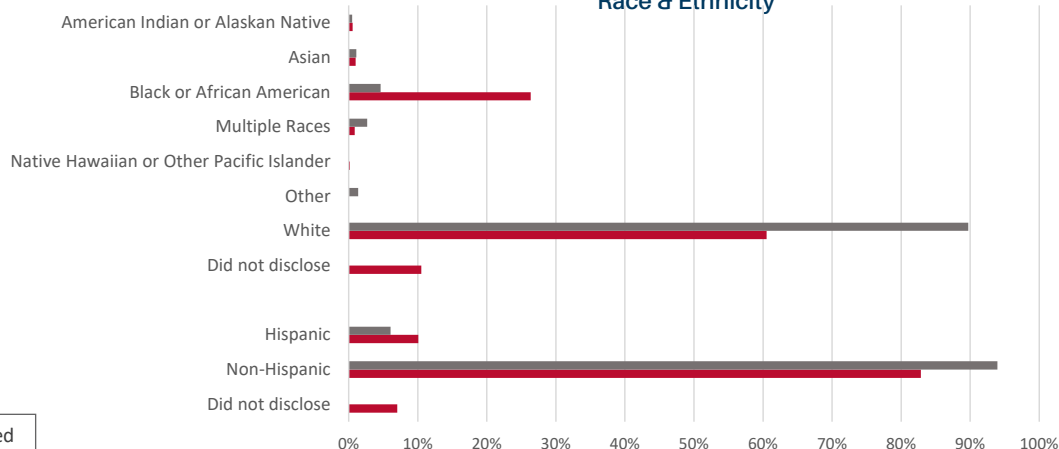


### Diversity of Job Seekers Served

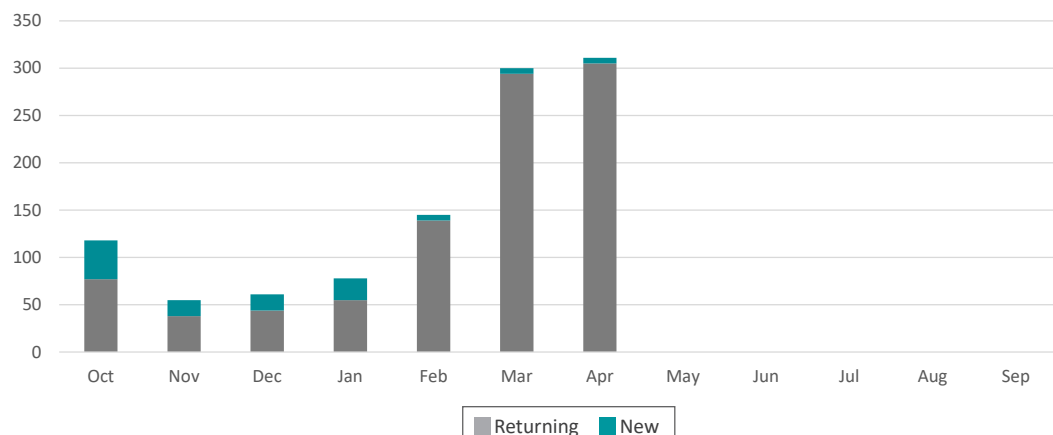
#### Gender



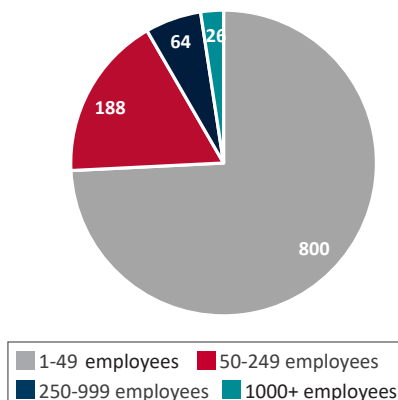
#### Race & Ethnicity



### Employers Served (unique count)



### Diversity of Employers Served (by size)



## Jobs Filled by Industry

Item #7

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Agribusiness	0	0	0	0	4	2	0					
Construction	0	38	0	0	0	3	2					
Health Care	65	59	200	96	622	480	87					
Information Technology	0	0	0	16	9	2	6					
Manufacturing	461	300	313	69	307	704	157					
Other	58	141	77	92	116	139	58					
<b>TOTAL</b>	<b>584</b>	<b>538</b>	<b>590</b>	<b>273</b>	<b>1058</b>	<b>1330</b>	<b>310</b>					

## Training: by Industry

	New Hire	Classroom	Apprenticeship	Credentials Earned
Agribusiness	0	0	0	0
Construction	21	118	1	5
Health Care	15	182	11	42
Information Technology	11	3	0	1
Manufacturing	144	12	0	3
Other	49	46	1	102
<b>TOTAL</b>	<b>240</b>	<b>361</b>	<b>13</b>	<b>153</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	215	230	5
Construction	338	225	68
Health Care	770	156	30
Information Technology	164	146	0
Manufacturing	1892	1463	76
Other	179	372	38
<b>TOTAL</b>	<b>3558</b>	<b>2592</b>	<b>217</b>

Numbers as of March 15, 2022

## Hiring Events

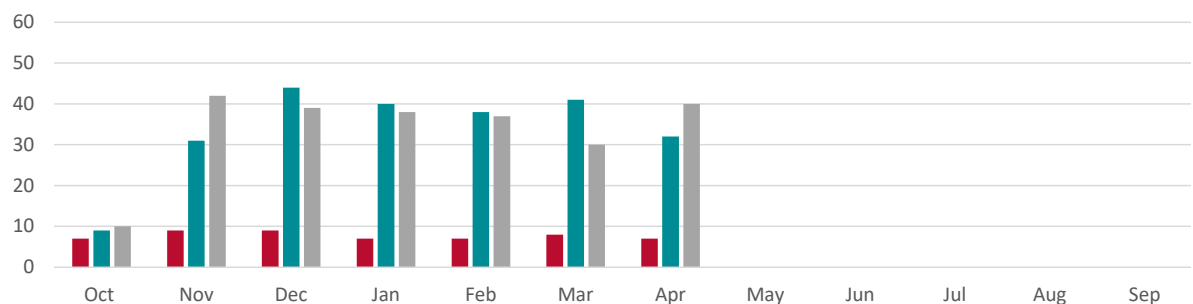
	Events	Participating Employers	Job Seekers
Q1	4	78	38
Q2	4	99	50
Q3			
Q4			
<b>TOTAL</b>	<b>8</b>	<b>177</b>	<b>88</b>

## Retention Solutions Network

Employer members Employees served Barriers addressed

Success coach hours  
(cumulative, reported quarterly)

**432.00**



## WorkReady Certificates Earned (cumulative, reported quarterly)

**1,940**

Pre-Assessments

**133**

Post-Assessments

**53**

WorkReady Certificates

**103**

WorkReady Plus Certificates



Service Summary  
Oct 1, 2021 to Apr 30, 2022

## Workforce Development Board Dashboard Narrative

October 2021 – April 2022

### Service Center Traffic & Call Volume

In October of 2021, West Michigan Works! began implementing a new tracking system. 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 the recorded for traffic 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. Please note that WMW did find an error in this tracking on the previous dashboard. That error has been addressed and the information reflected in this report has been updated.

### Employers Served

The numbers reported are unique employers served each month. 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 provides a comprehensive picture of our employer base. This metric reports 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. A majority of employers served by the Business Solutions department are small employers with 49 or less employees.

### 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. The dashboard report shows a sharp increase in jobs filled. This is primarily due to late employer reporting of new hires for close out of Going PRO Talent Fund FY21 awarded grants. Additionally, there is an increase specifically for healthcare as a result of a large hiring held by Spectrum Health and a pilot partnership program with a local manufacturing to offer employment opportunities for New Americans.

### Training: Credentials by Industry

Active grants (not including Going PRO Talent Fund) administered by WMW to support eligible new hire, classroom and apprenticeship training this program period. Some trainings such as On-the-Job Training (OJT) result in advancement of skills and wages but not necessarily a recognized credential.

### Training: Going PRO Talent Fund

The Going PRO Talent Fund (GPTF) numbers presented are reflective of trainings that have been completed and paid out. FY21 trainings were authorized to take place from February 2021 through January 2022. Nearly 96% of FY21 trainings have been billed with the remainder of billing to occur through June 2022. FY22 GPTF awarded training is authorized to take place from January 2022 to December 2022.

### Hiring Events

A majority of 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. A survey will go out to participating employers and job seekers of our hiring events to gauge interest on holding in-person events in the future.

### Retention Solutions Network

Success Coaches provided both virtual open-hours for each employer and dedicated, onsite hours depending on the needs of each employer. 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.

### 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.

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**MEMORANDUM**

**TO:** ACSET Governing Board  
**FROM:** West Michigan Works! Staff  
**DATE:** June 27, 2022  
**RE:** Solutions Driven Updates

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**Grants****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.

**Grants – Ongoing**

**Talent Pathways Program:** West Michigan Works! has partnered with The Right Place on a grant funded initiative called the Talent Pathways Program. The program is designed to help employers forge a path to success for current and future employees, leading to improved talent retention & recruitment. Participants in the program will receive grant funding to create career pathways in partnership with local training providers and community partners that result in sought-after industry credentials and certifications, access and develop a diverse talent pool, and build a culture of success for low-income employees. 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 may apply to participate on The Right Place [website](#).

**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.

**Going PRO Apprenticeships:** The State of Michigan dedicated USDOL Employment and Training Administration discretionary grants for continued Registered Apprenticeship (RA) expansion through Going PRO Apprenticeships. The State of Michigan is leveraging the existing Apprenticeship Success Coordinator function within the Michigan Works! system to expand RAs. West Michigan Works! received \$217,500 via policy issuance to help employers offset the cost for 10 new registered apprenticeship programs, resulting in 70 new apprentices.

**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 will be hosting an ongoing series of job fairs for historically marginalized segments talent streams. The Industry Council Lead has started to reach out to community organizations to partner for the job fairs. Several Career Ag-xploration Events were held over the last quarter. On April 28, 4 employers engaged with 120 students at Saranac high school. On May 7, 13 employers attended an event at the Muskegon Farmers Market. Along with a Mobile Food Processing Lab, employers engaged with a steady flow of community traffic throughout the day. The ATC is evaluating how to proceed for 2023 events, including the potential to expand these events other counties. The ATC continues a series through the end of summer, entitled The Foods That Built West Michigan in their bi-monthly issuance of the ATC newsletter.

**Construction Careers Council (CCC)**: The CCC continues their construction traveling roadshow. To date, they have visited 3 separate schools to provide an overview of trade careers and interactive curriculum. The council is also working to put together a few collaborative workgroups. One workgroup will work to design projects for Women in Construction initiative. The other workgroup will focus on developing a timeline of activities for Careers in Construction month to be held in October. This initiative will include a full month of programming with a variety of initiatives focused on job seekers, employers, and employees.

**Discover Manufacturing (DM)**: Discover Manufacturing held an awards ceremony for the DM scholarship award recipients and their parents on May 25th. Information on the DM 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. The council is also beginning to plan for the 2023 Discover Manufacturing Week event. A Project Coordinator will be hired to assist with the planning.

**West Michigan Health Careers Council (WMHCC)**: WMHCC is collaborating with IMPART Alliance on a State of Michigan MICA 3.0 grant initiative to improve outcomes for direct care workers across the state of Michigan. The council continues the advancement of several new and established apprenticeship programs. Additionally, WMHCC is forming two project workgroups. One will work to create a comprehensive, industry-wide list of credentials available in our region for the health care industry. The second workgroup work with existing partners to develop a guide and best practices for barrier reduction in healthcare. This will include a component to address mental health and burnout in the industry.

**West Michigan Tech Talent (WMTT)**: WMTT has recently approved to support several upcoming tech initiatives in the West Michigan area. These initiatives include a MI-STEM hosted Code.org event with TeacherCon in July. At this event

over 175 educators will be in Grand Rapids to dedicate 3-5 days of their summer to learn more about computer science. WMTT will support an upcoming technicolor conference in June. This is a 3 day diversity in tech experience. Also in June WMTT has partnered with the Women's Security Alliance for a "Back to Work" seminar. Other initiatives coming up will be a series of summer networking happy hours and possible sponsorship for a Beer City Code event. Lastly, WMTT is creating a workgroup to work collaboratively with the WMW Apprenticeship Success Coordinator to create a cohort model apprenticeship program supporting I.T. careers.

## Programs

**Summer Youth Work Experience:** The Ascend team has finished the recruitment period for the summer youth work experience with great results. Now the team is hard at work enrolling and orienting both jobseekers and employers. The work experience will begin at different times in June through partnerships with the City of Grand Rapids (GRow 1000), DTE (through a partnership with United Way of the Lakeshore), Youth Solutions (Jobs for Michigan's Graduates), and through direct programming provided through Ascend.

**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.

**Clean Slate:** The Clean Slate law makes it possible for people to petition for an expungement. An expungement removes convictions from public criminal record and as a result, job seekers can legally state that they have never been convicted or arrested for that crime on job, school, and/or housing applications. In addition to assisting job seekers with set a side application, fingerprinting, attorney fees, and navigation, WMW is working closely with Legal Aid of West Michigan and other local entities to offer workshops and expungement fairs to the public.

**West Michigan Works! Registered Apprenticeship Programs:** On May 6, WMW responded to a call from the USDOL Registered Apprenticeship Center of Excellence seeking best practices by workforce boards on Registered Apprenticeship implementation. Awards will be announced at an upcoming National Association of Workforce Development Professionals (NAWDP) Annual Conference. Additionally, WMW has met with several workforce organization that requested consulting and training on our apprenticeship program implementation and related staff structure. The organizations included the San Diego Workforce Partnership board, The Center of Workforce Innovations (CWI) which provides workforce services for the Northwest Indiana Workforce Board, and WES Global

Talent Bridge which co-convenes a national network of 14 state offices including CA, IL, MD, MI, MN, NJ, NY, NV, OH, OR, UT, VA, WA, WI.

## Initiatives

**GED Authorized Test Center:** West Michigan Works! has submitted an application to the State of Michigan to request initial approval to become an authorized GED testing site at the new Ionia Service Center location. If approval is granted, an application and other supporting documentation will be submitted to Pearson Vue for review and approval. WMW anticipates receiving final approval for the request by the end of summer 2023.

**Talent Survey:** The talent survey WMW conducted in 2020/2021 provided valuable information for service deliveries and for regional employers, and we had determined it was valuable enough that we wanted to conduct the survey annually. However, there was enough interest with other MWAs across the state and at the State level that we are working as a system on statewide talent survey. Data will be available both at a state and local level for planning purposes.

On May 15, 2022, over 100,000 job seekers received the survey via email. The survey closed on June 10, 2022.

**Grow With Google:** WMW has received 100 scholarships to provide access to job seekers and incumbent workers to earn a Google Career Certificate. The online training leads to in-demand skills without the need for a college degree or prior experience, in the fields of data analytics, IT support and project management.

The State of Michigan has also partnered with Grow with Google and has hosted a free informational event in Grand Rapids at the Grand Rapids Public Library.

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

**ADMINISTRATIVE OFFICE**

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

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

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

**Barry County**

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

**Ionia County**

603 W Adams St  
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(616) 389-8525

**Kent County**

121 Franklin SE  
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215 Straight Ave NW  
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10075 Northland Dr NE  
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**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:** Nomination Committee  
(designated by the WMW WDB Executive Committee)

**DATE:** June 27, 2022

**RE:** WDB Member Terms of Office

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**Background**

Listed below are the 17 current board members whose terms of office expire October 31, 2022.

WMW staff will be collecting applications for the November 1, 2022 - October 31, 2024 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 29, 2022. 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. As a reminder, approval of WDB members requires a 75% affirmative vote of members appointed and serving.

<b>Business (8):</b>
<b>Community-Based Organization (3):</b>
<b>Economic Development (2):</b>
<b>Higher Ed (2):</b>
<b>Organized Labor/Employee rep (1):</b>
<b>Vocational Rehab (1):</b>

In addition to the above, the board also has vacancies for the following seats for the terms of office through October 31, 2023.

<b>Business (1):</b>
<b>Higher Ed (1):</b>