



Workforce Development Board (WDB) 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,,427344920#](#) United States, Grand Rapids

Phone Conference ID: 427 344 920# [Find a local number](#)

Monday, June 13, 2022 ▪ Meeting 12:00 p.m. – 1:30 p.m.

AGENDA

1. Call to Order
2. Public Comment – Agenda Items
3. Approval of the April 18, 2022 Minutes **Action Required**
4. Presentations: **Information Item**
 - a. Agribusiness Talent Council, *Jamie Kober, Riveridge*
 - b. Bureau of Labor Market Information and Strategic Initiatives (LMISI)
Department of Technology, Management and Budget (DTMB)
Nick Gandhi, Economic Analyst
5. Designation of Nomination Committee *(Executive Committee only)* **Action Required**
Janette Monroe, Executive Assistant
6. WDB Terms of Office and Vacancies **Information Item**
Janette Monroe
7. Policy Approvals **Action Required**
Tasha Evans, Talent Solutions Director
 - a. WMW 22-02 Barrier Removal Employment Success (BRES) Policy
 - b. Steepletown Neighborhood Services and Goodwill Industries Workforce Innovation and Opportunity Act (WIOA) Youth Programs
 - c. Kent Intermediate School District (KISD) Youth Contract
8. Update on West Michigan Works! Strategic Plan **Action Required**
Janie McNabb, One-Stop Operator
9. Wagner Peyser (WP) Proposed Rule **Information Item**
Jacob Maas, Chief Executive Officer
10. WDB Committee/Council Updates **Information Item**
 - a. Executive Committee: *Mark Bergsma, WDB Chairperson*
 - b. Career Educational Advisory Council (CEAC): *Angie Barksdale, Chief Operating Officer*
 - i. Designation of CEAC Chairperson
 - c. Legislative Committee: *Jim Fisher, Committee Chairperson*
 - d. Solutions Driven Committee: *Jordan Clark, Committee Chairperson*

- 11. WDB Dashboard: *Angie Barksdale* **Information Item**
- 12. Solutions Driven Updates **Information Item**
Amy Lebednick, Business Solutions Director, Tasha Evans Talent Solutions Director, and Chad Patton, Director of Development and Innovation
- 13. Other Business **Information Item**
- 14. Public Comment
- 15. Adjournment

**Next Scheduled Workforce Development Board Meeting: October 10, 2022 at 12:00 p.m.
located at: Westside Service Center ▪ 215 Straight Ave N.W. ▪ Grand Rapids, MI 49504**



**West Michigan Works! (WMW) Workforce Development Board (WDB) Meeting
L. William Seidman Center (GVSU)**

50 Front Street S.W. ▪ (1008SCB Loosemore Forum) ▪ Grand Rapids, MI 49504

Public Access: <https://westmiworks-org.zoom.us/j/95324544998>

You can also dial in using your phone

+1 (929) 436-2866 Meeting ID: 953 2454 4998 Passcode: 704193

Monday, April 18, 2022 ▪ Meeting 12:00 p.m. – 1:30 p.m.

MINUTES

Workforce Board Members Present: Mark Bergsma (Chairperson), Heather Daniel (Vice-Chairperson), Ryan Bennett, Randy Boss, Norm Brady, Kenyatta Brame (virtual), John Buchan, Morgan Carroll, Jordan Clark, Cathy Cronick, Jay Dunwell (virtual), Jim Fisher (virtual), Rebecca Herrington, Jon Hofman, Shana Lewis (virtual), Bill Pink, Dan Rinsema-Sybenga, Michelle Seigo, Dave Smith, Dan TenHooen, Mark Thomas

Workforce Board Members Absent: Tonia Castillo, Mandy Cooper, Paul David, Kristin Garriss, Jennifer Heinzman, Dave Kitchen, Scott McLean, Samantha Semrau, Stacy Young

Staff Present (physical location or virtually): Jacob Maas, Angie Barksdale, Bob Perkins, Tasha Evans, Jane Kreha, Amy Lebednick, Janette Monroe, Chad Patton, Melanie White, Tawanna Wright

Guests Present: Janie McNabb (One-Stop Operator), Rob Geer (Randstad), Charlotte Byndas (Spectrum Health), Dick Bulkowski (Steepletown)

1. Call to Order at 12:02 p.m. Chairperson, Mark Bergsma.

2. Public Comment- None.

3. Approval of February 14, 2021 Minutes

Action Required

Motion – Jon Hofman

Second – Daniel TenHooen

Item Approved by Vote – Motion carried.

4. Presentations: Industry Talent Councils

Information Item

a. West Michigan Health Careers Council (WMHCC)

Charlotte Byndas, Spectrum Health, reported on the council's structure, key accomplishments, and strategies in the following areas: 1.) Outreach and Promotion, 2.) Funding and Resources, 3.) Education and Training, and 4.) Retention. Charlotte also discussed the council's forward-looking efforts for strategic planning, training, and development of new and existing apprenticeship programs. Discussion took place and Charlotte answered board members' questions.

b. West Michigan Tech Talent Council (WMTT)

Action Required

Rob Geer, Randstad, reviewed the WMTT report that was included in the board packet. He discussed the council's mission statement, and council strategies in the following areas: 1.) Growth, 2.) Development, and 3.) Recruitment/Retention. Rob also discussed multiple initiatives that have taken place over the past year, as well as potential creation of non-traditional training and apprenticeship development. He also touched on recruitment strategies, diversity efforts, outreach for training funds, council representation, and conference and community support,. Amy Lebednick, Business Solutions Director, acknowledged Rob for being an integral partner since the beginning of the council,

and thanked him for all of his dedication, work, and continued support. Discussion took place and Rob answered board members' questions.

5. Career Educational Advisory Council (CEAC) Membership Approval **Action Required**

Amy Lebednick reported that the CEAC needs employer representatives and a parent on the council. Amy reviewed the one parent application and three employer applications that were received to fill the open seats. Amy answered board members' questions and asked the board to approve the appointments of Kim Slazek (Transmatic), Luke McCotter (ADAC Automotive), Jimmy Brady (Consumers Energy), and Kim Baron (parent).

Motion – Dan TenHooen

Second – Mark Thomas

Item Approved by Vote – Motion carried.

6. WMW WDB Subcommittees Updates **Information Item**

- a. Executive Leadership and Strategic Engagement Committee (Executive Committee): Mark Bergsma, Chairperson, reported that the Executive Committee met in March and discussed the Strategic Plan, the April meeting, the National Association of Workforce Boards (NAWB) Forum and this meeting agenda. Mark further reported that the Executive Committee supported the nomination of TaRita Johnson, Senior Vice-President of Talent & Diversity at The Right Place, and staff would seek formal appointment from the ACSET Governing Board on April 25, 2022. Furthermore, Mark reported that WDB Member, Norm Brady, is retiring and that Mike Helsel was no longer serving on the board. Staff will review board composition and seat requirements for WDB replacements.
- b. Career Educational Advisory Council (CEAC): Angie Barksdale, Chief Operating Officer, reported that the CEAC met on January 28, 2022, is currently seeking a new Chairperson and that the next meeting is scheduled for May 13, 2022. Angie reviewed that the Chairperson must be a member of the WDB and would also become a member of the WDB's Executive Leadership Committee once appointed.
- c. Legislative Committee: Jacob Maas, Chief Executive Officer, reported that the committee met in January and the next meeting is scheduled for April 27. Jacob Maas reported that on March 8th and 9th he and Angie met in person, for the Michigan Works! Association (MWA) Legislative Day in Lansing. They both attended back-to-back meetings with state representatives and senators. Jacob reported that, in total, they met with approximately 17 legislators and provided information on MWA Legislative Priorities, funding, WMW services and programs, and potential redistricting maps. Jacob also reported on 3 other matters. First, on March 11, 2022, he hosted Melissa Fish, West Michigan Regional Liaison from Governor Whitmer's Office, and gave her a tour of the Franklin Service Center. Second, on April 5th -6th he attended the Business Leaders United (BLU) Conference held in Washington, D.C., in partnership with the Grand Rapids Chamber, where he and a small delegation met with Congressman Fred Upton. Third, Jacob reported that staff and a few board members attended the National Association of Workforce Board's (NAWB) Forum in Washington, D.C April 10-14th. WDB Member, Jim Fisher, recommended that board members take the opportunity, whenever provided, to discuss Michigan Works! programs and services to their local representatives and he recommended that staff provide some talking points for members to have available.
- d. Solutions Driven Committee: Jordan Clark, WDB Member, reported that the committee met at the end of February to focus on neighborhood hubs throughout the region and staff's collaboration and connectivity with the various partner organizations as they relate. Tying to the strategic goals. The committee discussed key takeaways on data, existing partners,

resources, and barriers. The committee plans to schedule a meeting in the next couple of months.

7. Update on West Michigan Works! Strategic Plan

Information Item

Janie McNabb, One-Stop Operator, reported that since the last WDB meeting in February, she met with and presented a report to the Executive Committee that highlighted how the organization has been impacted/shifted/changed and continued to deliver programs and services over the course of the changing environment for the past two years. The report addressed the following area 1.) COVID Impacts on Job Seekers and Employers;2.) COVID Impacts on WMW Services;3.) Details of Services Provided. (Janie further reported that she has taken the feedback from members and is making some minor recommended changes to the plan. She is preparing to present the updated plan to the Executive Committee in May and make a formal presentation to the WDB in June.

8. WDB Dashboard

Information Item

Angie Barskdale, Chief Operating Officer, reviewed the Service Summary, for October 1, 2021 through March 31, 2022, with board members. The Summary provided 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. Angie answered board members' questions.

9. Solutions Driven Updates

Information Item

Grants-New: Amy Lebednick, Business Solutions Director, stated that several staff members continue to work on numerous grant and funding opportunities.

a. Good Jobs Challenge

Information provided in packet.

b. 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 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 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.

Grants/Funding Opportunities:

a. Grand Rapids Community College's One Workforce Grant

Information provided in board packet.

b. Michigan Learning and Education Advancement Program (MiLEAP)

Information provided in board packet.

c. Michigan Rural Enhanced Access to Careers in Healthcare (MiREACH)

Information provided in board packet.

- d. State Apprenticeship Expansion (SAE) – West Michigan Works!
Information provided in board packet.
- e. State Apprenticeship Expansion (SAE) – Michigan Energy Workforce Development Consortium (MEWDC)
Information provided in board packet.

Industry Talent Council Initiatives: Amy reviewed the initiatives that the talent councils have been engaged in.

- a. Agribusiness Talent Council of West Michigan (ATC):
The ATC is launching a series of Career Ag-xploration Events in 2022. The event will include a Mobile Food Processing Lab that will visit students in the Muskegon area in May 2022. The event provides an opportunity for employers to tell their company's story (who they are and what they produce), dispel outdated myths about agriculture and food processing, highlight the economic importance of agribusiness, showcase rewarding careers in agribusiness, and inspire students to pursue a career in agribusiness. Additionally, the first of several newsletter series entitled "The Foods That Built West Michigan" has been released. The series includes resources on best practices connected to agribusiness and will highlight one Ag employer in each issue.
- b. Construction Careers Council (CCC):
The CCC will continue to work closely with the Construction Workforce Development Alliance (CWDA) led by Associated Builders and Contractors. The council's key strategies are Recruit, Train, and Sustain. A few initiatives highlighted include a traveling roadshow teaching students about construction careers and programs to be rolled out for Careers in Construction month in October. The council received many nominations for March 2022 Women in Construction Week. All nominees will be highlighted on the CCC website along with a newsletter series.
- c. Discover Manufacturing (DM):
DM is reviewing scholarship applications and plans to award up to \$6,000.00 in scholarships from \$500 to \$2,000 this year. Since 2018, DM has awarded over \$10,000 in scholarships to students who plan to use their skills and education to make a rewarding career in the Advanced Manufacturing Industry. Additionally, information on the Adopt-A-School program, including a toolkit has been added to the DM website. Adopt-A-School is an initiative that looks to promote careers in West Michigan's manufacturing industry by establishing partnerships between employers and students of all ages. The program is designed to mutually benefit both local businesses and their surrounding schools.
- d. West Michigan Health Careers Council (WMHCC):
Additional information provided in packet.
- e. West Michigan Tech Talent (WMTT):
Additional information provided in packet.
- f. WMW Sponsored Registered Apprenticeships Program:
Amy reported that staff are working on various apprenticeship training grants, and multiple cohort apprenticeship programs. There are currently five cohort apprenticeship models being developed for the healthcare industry. Amy further noted that West Michigan Works! has also collaborated with the USDOL ETA to publish a case study on the success of the WMW Medical Assistant Registered Apprenticeship Program. A link to the article can be accessed by clicking [here](#).

Chad Patton, Director of Development and Innovation, introduced himself to the WDB. Chad has recently joined WMW coming from the Adult Literacy Center of West Michigan.

Programs

a. Summer Youth Work Experience:

Chad reported that the Youth team is ramping up for summer work experience programs across the region. Chad reported that over the past year, the youth solutions department has been undergoing the re-branding process with WMCAT, to create a logo and tagline that would resonate with the youth it serves. This new branding will be known as Ascend. There are plans and new partnerships to serve youth in all seven counties, with special concentrations in Muskegon and Kent counties. WMW has submitted a proposal with the state for \$307,444 with other private funders.

b. Learn, Earn and Provide (LEAP) Pilot:

Information provided in the packet.

c. MiCareerQuest 2022:

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

d. Clean Slate:

Tasha Evans, Talent Solutions Director, reported that the Clean Slate program makes it possible for people to petition for an expungement. Tasha reported that WMW has a full-time staff person (Clean Slate Navigator) who works with jobseekers during the expungement process.. Tasha stated that to-date, staff have served approximately 120 individuals. Tasha answered board member's questions.

Initiatives

a. 2022 Hot Jobs Report and Career Pathway Maps:

Information provided in packet.

b. Talent Survey:

Tasha Evans reviewed that the talent survey will be launched towards the end of the month.

c. Grow with Google:

Tasha reported 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.

Dr. Pink inquired about WMW's involvement with GROW 1000 with the City of Grand Rapids. Angie Barksdale reported that WMW is assisting with administrative tasks and should have more information soon.

Furthermore, Chairperson Mark Bergsma, reported that Dr. Pink will soon be leaving his role as President of Grand Rapids Community College (GRCC) to pursue the role of President at Ferris State University (FSU).

Mark Bergsma provided feedback from his attendance in attending the National Association of Workforce Boards (NAWB) Forum last week. Mark commended WMW staff and board for the incredible work being done and for being recognized nationally. Furthermore, Dr. Pink reported

that the partnerships that community colleges seemingly have across the nation, is not as common as it is here within West Michigan and again thanked staff for their partnerships.

10. Other Business- Jacob Maas announced that the new Ionia Service Center, located at 603 W. Adams St, is now open as of this date. Furthermore, Jacob thanked Chairperson, Mark Bergsma, Vice-Chairperson, Heather Daniel, and WDB Member Dr. Pink, for attending the NAWB Forum. Jacob reviewed 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 and thanked the board and Dr. Pink.
11. Public Comment- None.
12. Adjournment at 1:23 p.m. by Chairperson, Mark Bergsma.

Recorded by: _____ Received by: _____



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

Council Structure

EXECUTIVE TEAM

EMPLOYER (Kent)

Teri Piper
SpartanNash

EMPLOYER (Kent)

Jamie Kober
Riveridge Produce Mktg.

EMPLOYER (Kent)

Ben Zorn
Koeze Co.

EMPLOYER (Kent)

Tim Vogelzang
Revolution Farms

EMPLOYER (Kent)

Lisa Brennan
GTF Technologies

WMW! COUNCIL LEAD

Karrie Brown

EMPLOYER (Allegan)

Jessica VandenBosch
Dykhuis Farms

EMPLOYER (Montcalm/Ionia)

Stephanie Kempa
Herbrucks Poultry

EMPLOYER (Muskegon)

John Memmett
Total Food Package

EMPLOYER (Ottawa)

Dianne Cote
Walters Gardens

K-12 - ISD/CTC

Rich Okoniewski
Allegan ISD

COMMUNITY COLLEGE

Clarence Rudat
MSU/MCC

WORKFORCE DEVELOPMENT

Amy Lebednick
West Michigan Works!

ECONOMIC DEVELOPMENT

Becky Huttenga
Ottawa County

Council Strategies

Promote the Industry	Connect to Resources
We are focused on promoting agribusiness as a great career pathway for all ages.	We create new and share existing beneficial resources for the agribusiness industry.
Train	Recruit and Retain
We connect businesses with resources to create their own talent by upskilling their current workforce.	We create and join projects that pull new talent into agribusiness and keep existing talent long term.

Key Accomplishments

Promote the Industry

- Career AG-xploration
- Agribusiness Spotlight Week
- Career Exploration Workshops with MSU
- MiCareerQuest

Recruit & Retain

- Agribusiness Job Fair with Michigan Department of Agriculture and Rural Development

Train

- Customized Leadership Training

Connect to Resources

- Foods That Built West Michigan blog
- COVID-19 Best Practices Manual



Looking Forward

- Promote the Industry: Agribusiness Spotlight Weeks
- Recruit/Retain: Ag-Jobs-4-All hiring fairs
- Train: Food Safety trainings with MDARD Specialty Crop Block Grant
- Connect to Resources: Grant expansion webinars



UPDATE ON THE MICHIGAN AND WEST MICHIGAN WORKS! LABOR MARKETS

Nick Gandhi

Economic Analyst

Bureau of Labor Market Information and Strategic Initiatives

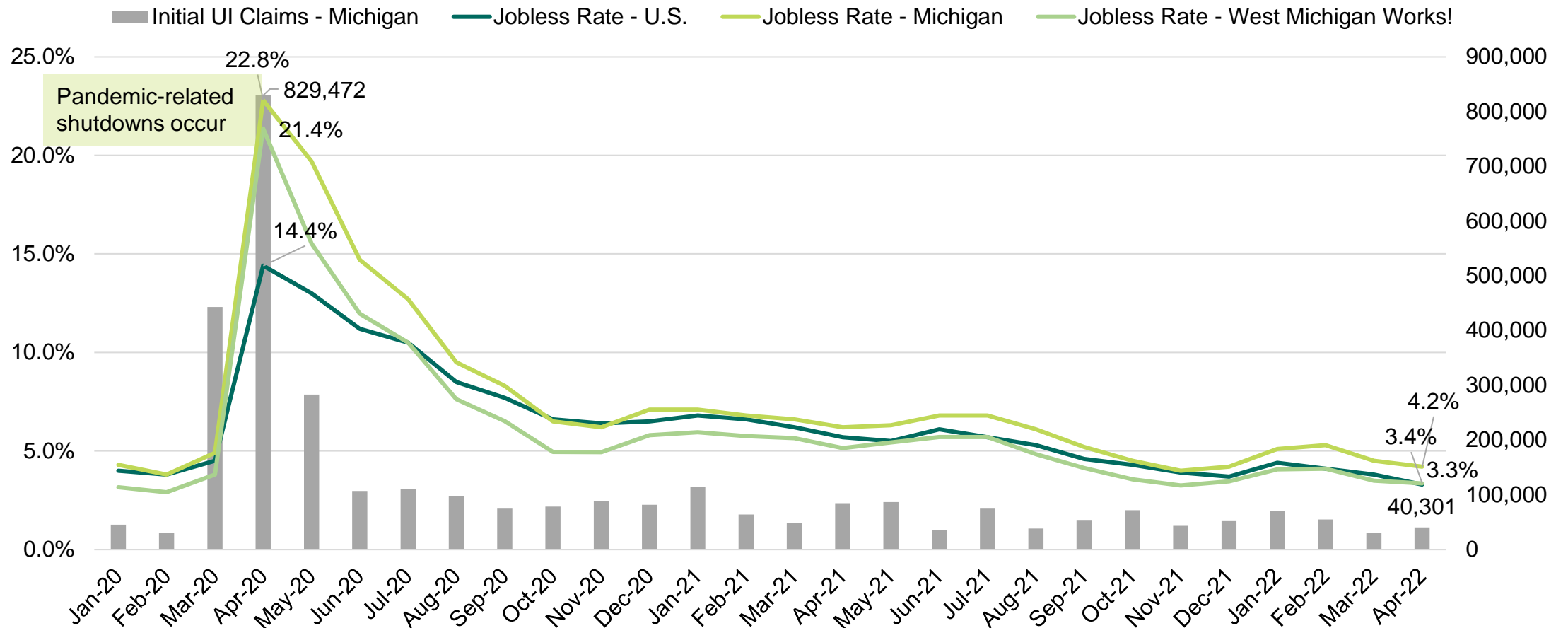
Key Takeaways

- Both the Michigan and West Michigan Works! area labor markets have seen steady improvement over the last year but have not yet returned to pre-pandemic employment and labor force levels.
- Multiple groups continue to be disproportionately affected by the pandemic.
- As was the case nationwide, Michigan experienced rapid changes in inflation over the last 12 months.
- West Michigan is projected to see the largest growth in employment of any region between 2018 and 2028 and outpace statewide growth.

COVID-19 AND THE

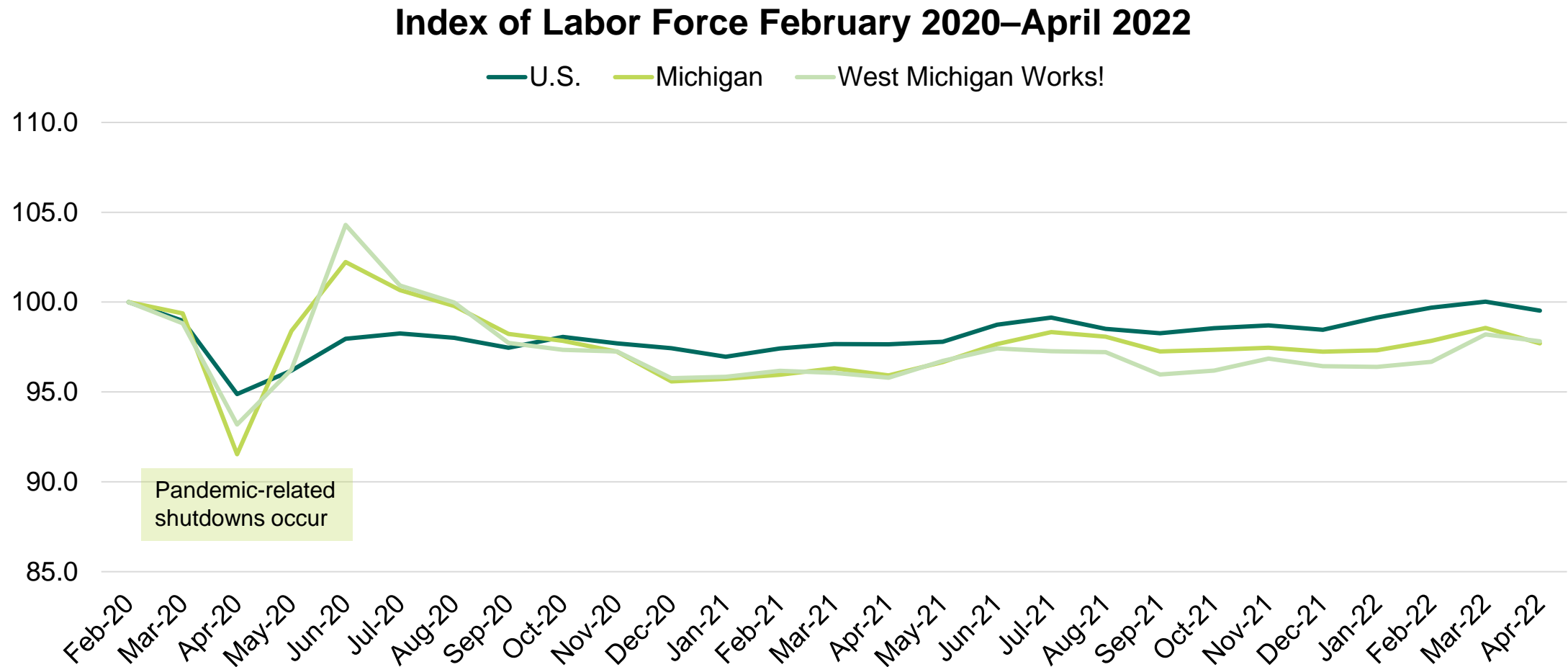
LABOR MARKET

Following initial pandemic-related shocks, the jobless rate slowly reversed direction and UI claims dropped. The jobless rate in the West Michigan Works! (WMW!) region has since recovered to pre-pandemic levels.



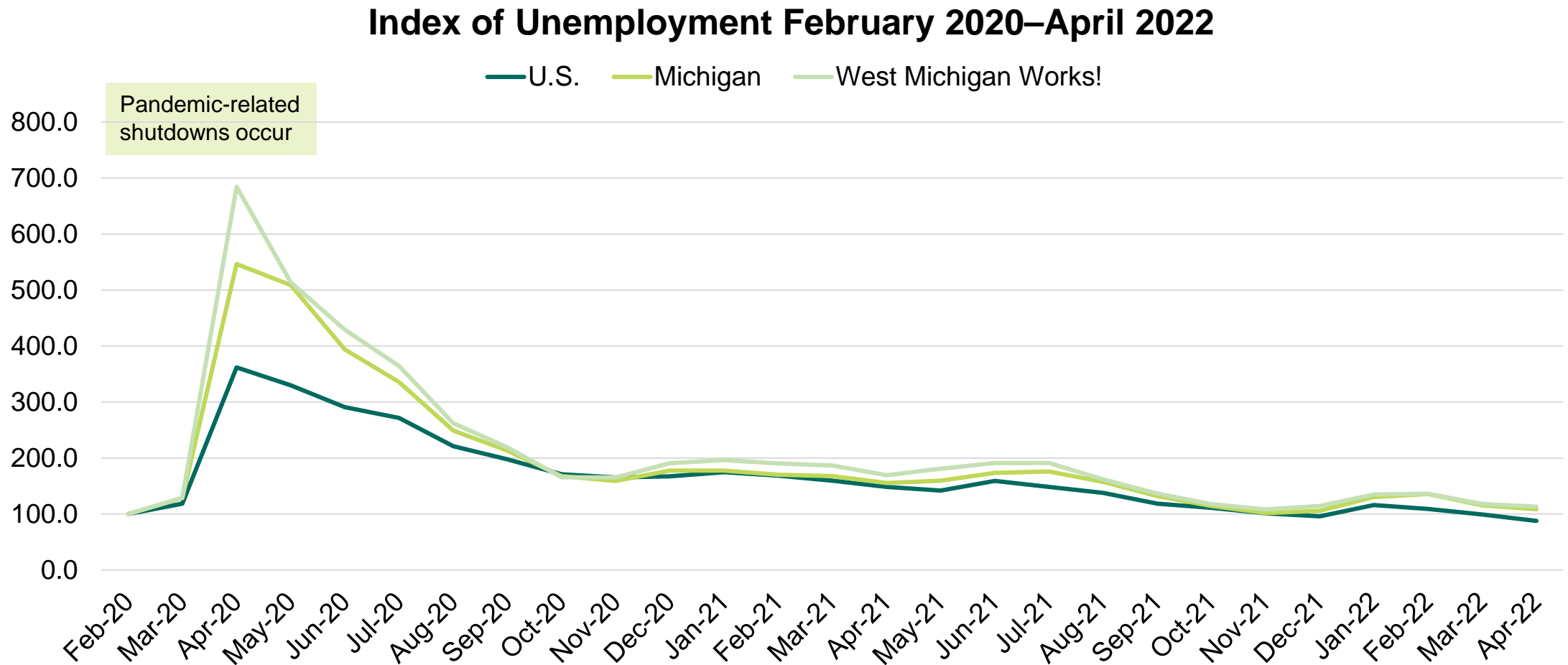
Source: Local Area Unemployment Statistics, U.S. Bureau of Labor Statistics; Michigan Unemployment Insurance Agency (claims)

Labor force levels in both Michigan and the WMW! region recovered to above pre-pandemic levels by June 2020. This was followed by significant decreases in the labor force at the beginning of 2021. These levels remain below pre-pandemic levels.



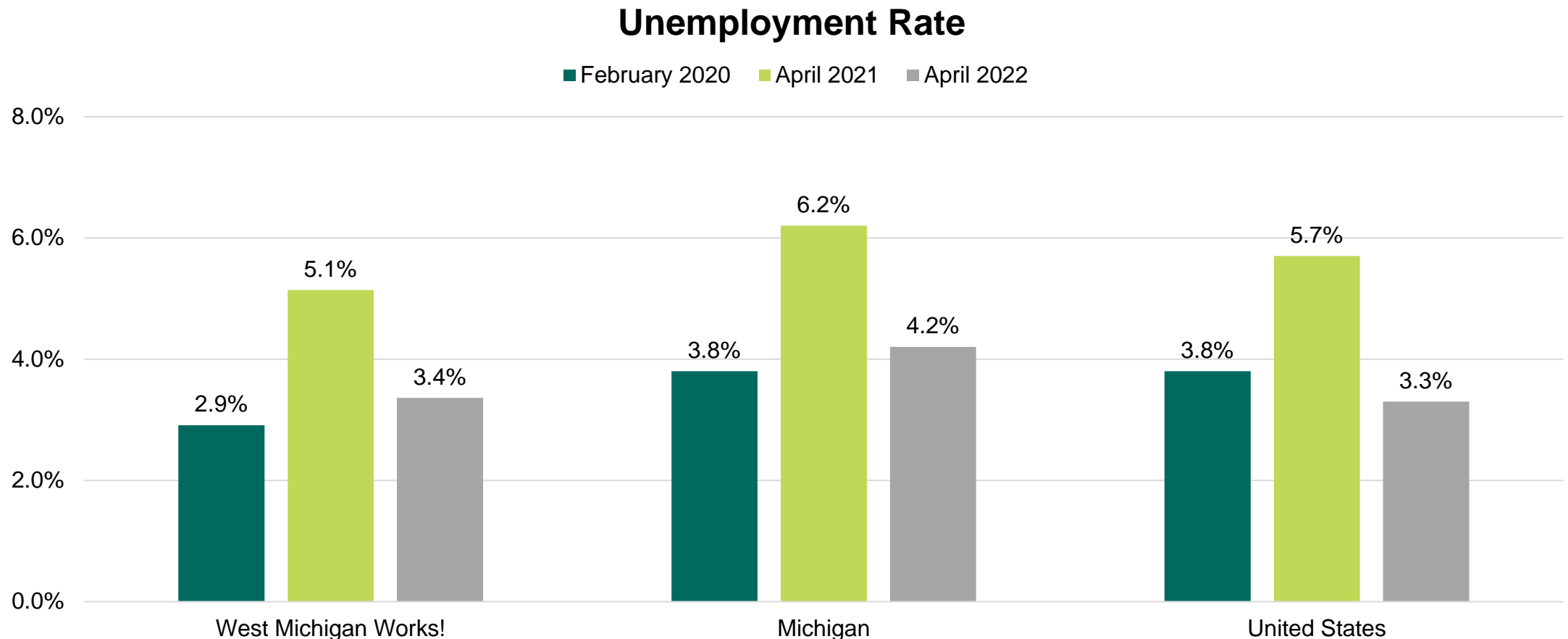
Source: Local Area Unemployment Statistics, U.S. Bureau of Labor Statistics

Michigan and WMW! area unemployment levels spiked significantly in April 2020, much more dramatically than that of the U.S. as a whole. Unemployment numbers have recovered but are still slightly above pre-pandemic levels.



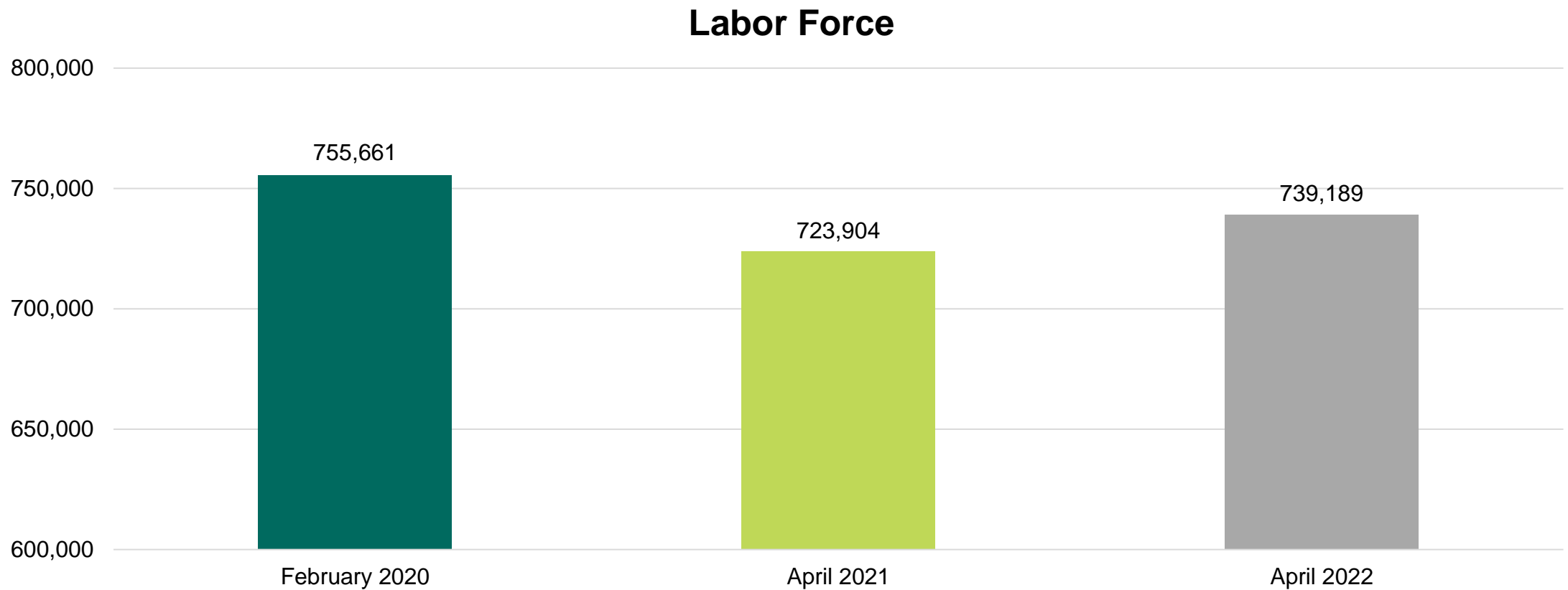
Source: Local Area Unemployment Statistics, U.S. Bureau of Labor Statistics

Following initial pandemic-related shocks, the jobless rate slowly reversed direction. The WMW! area and Michigan rate remain slightly elevated to the pre-pandemic jobless rate.



Source: Local Area Unemployment Statistics, U.S. Bureau of Labor Statistics

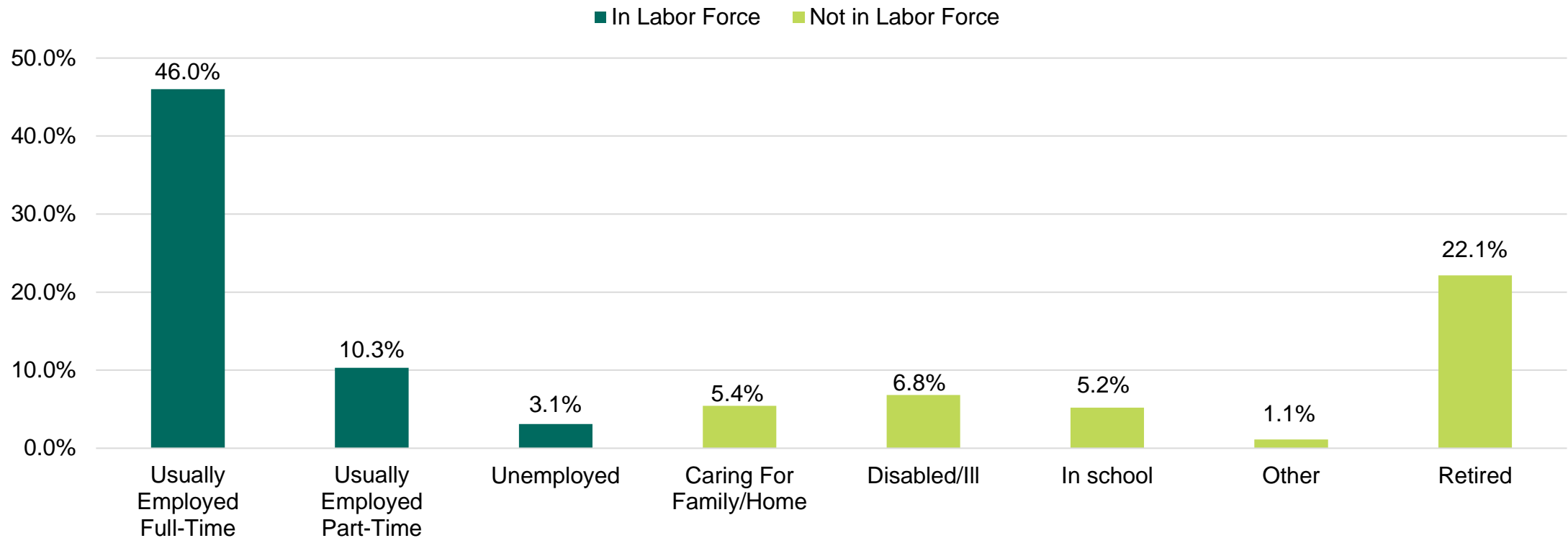
The total number of labor force participants in the WMW! region dropped 4.2 percent between February 2020 and April 2021. Since April 2021, the labor force has increased by 2.1 percent.



Source: Local Area Unemployment Statistics, U.S. Bureau of Labor Statistics

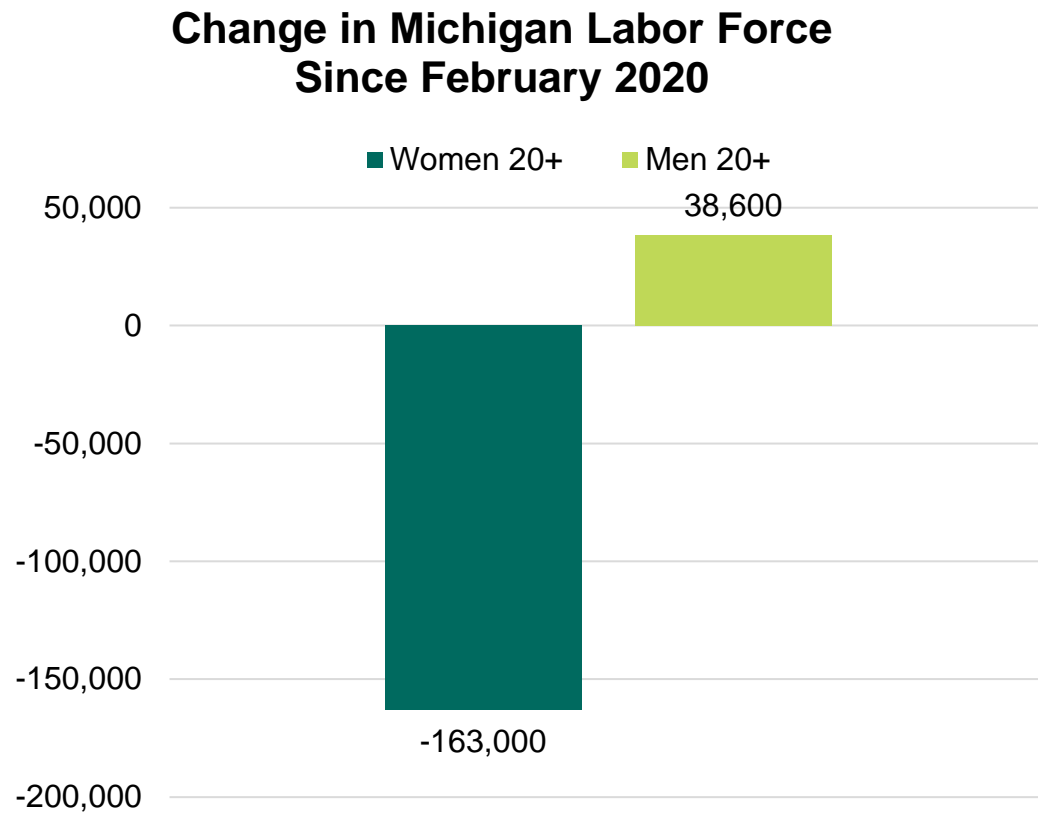
Over the 12-month period ending in April 2022, Michigan had a participation rate of 58.9 percent. Among those not in the labor force, the biggest reason was retirement.

Labor Force Status, May 2021–April 2022 12-Month Average, Michigan



Source: Current Population Survey, U.S. Census Bureau

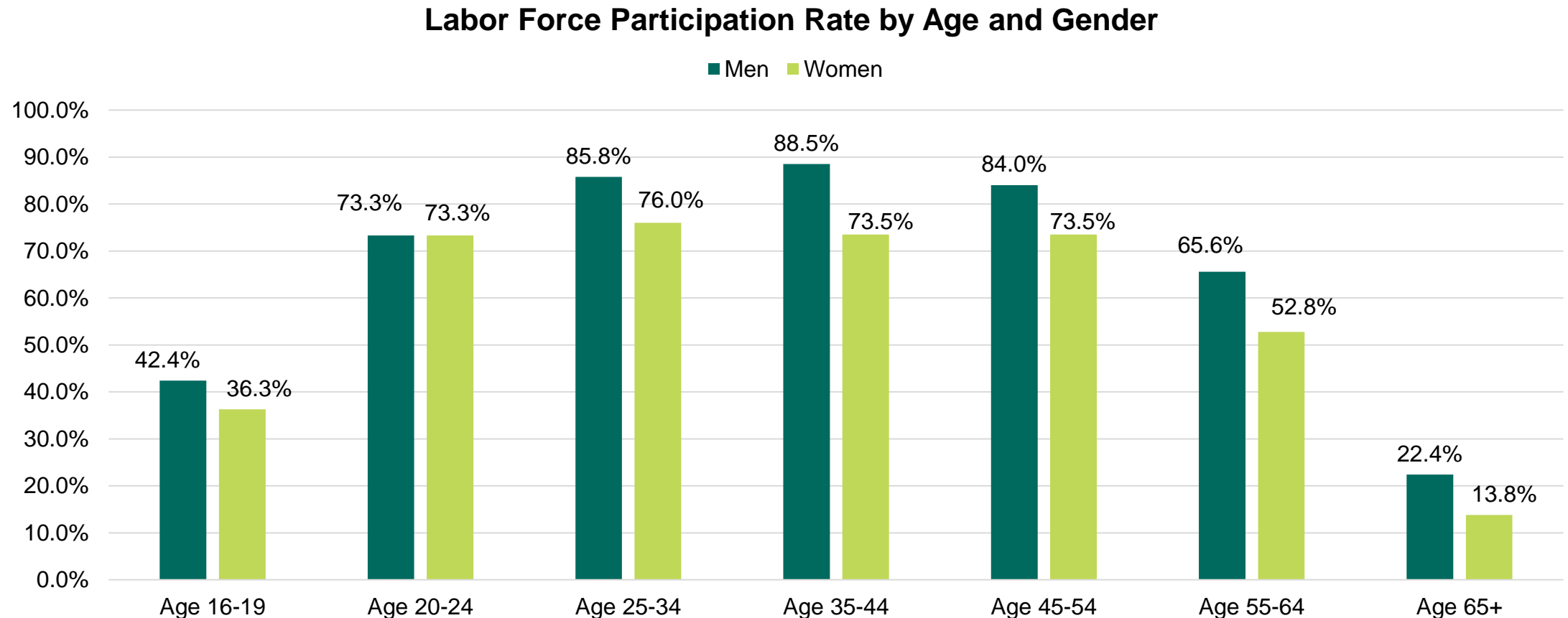
Labor force participation for women in Michigan is down significantly from the pre-pandemic period.



Source: Current Population Survey, U.S. Census Bureau

- From pre-pandemic February 2020 to the more recent March-May 2022 average in Michigan, labor force levels among adult women declined notably by 163,000, or 7.0 percent.
- The size of the adult male workforce in Michigan edged upwards over this period, rising by 38,600, or 1.6 percent.

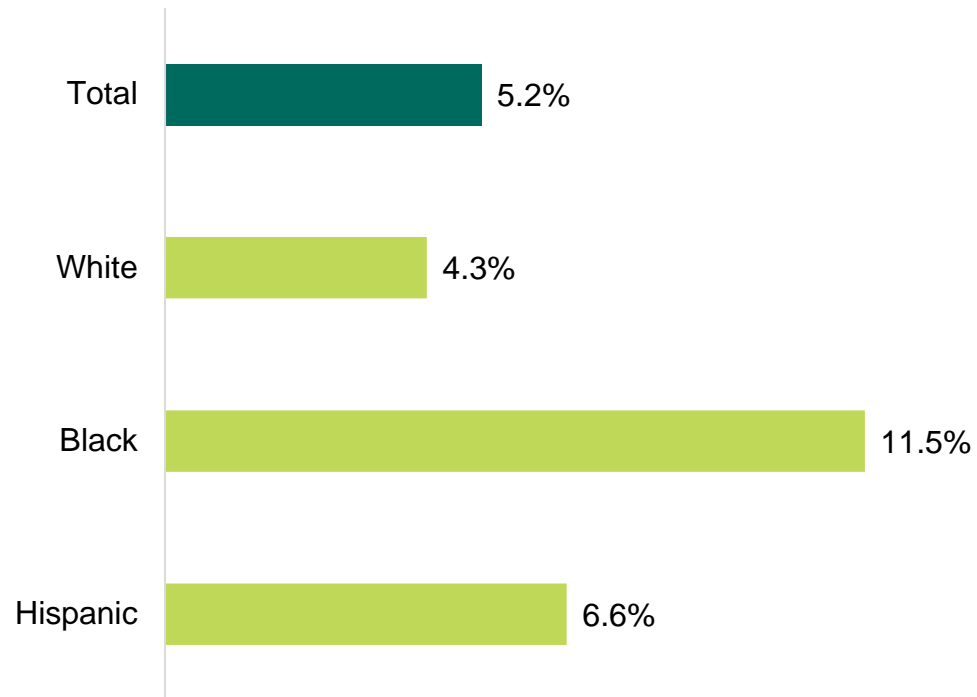
Labor force participation rates are much higher for people ages 25 to 54 than those ages 16 to 19 and 55 years and older. Women observe lower participation rates than men across all age brackets except ages 20 to 24.



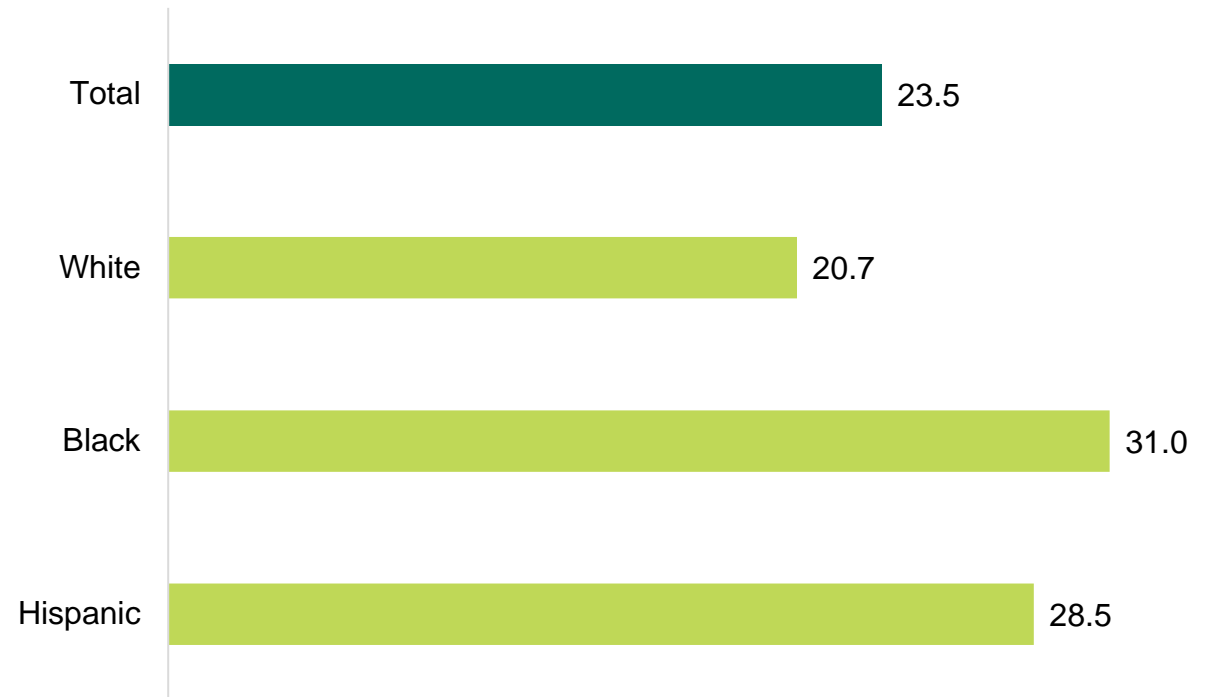
Source: Current Population Survey, 12-Month DEMECON May 2021–April 2022; U.S. Census Bureau

Jobless rates and average length of unemployment duration varies by race and ethnicity, with some groups disproportionately impacted by the current economic situation.

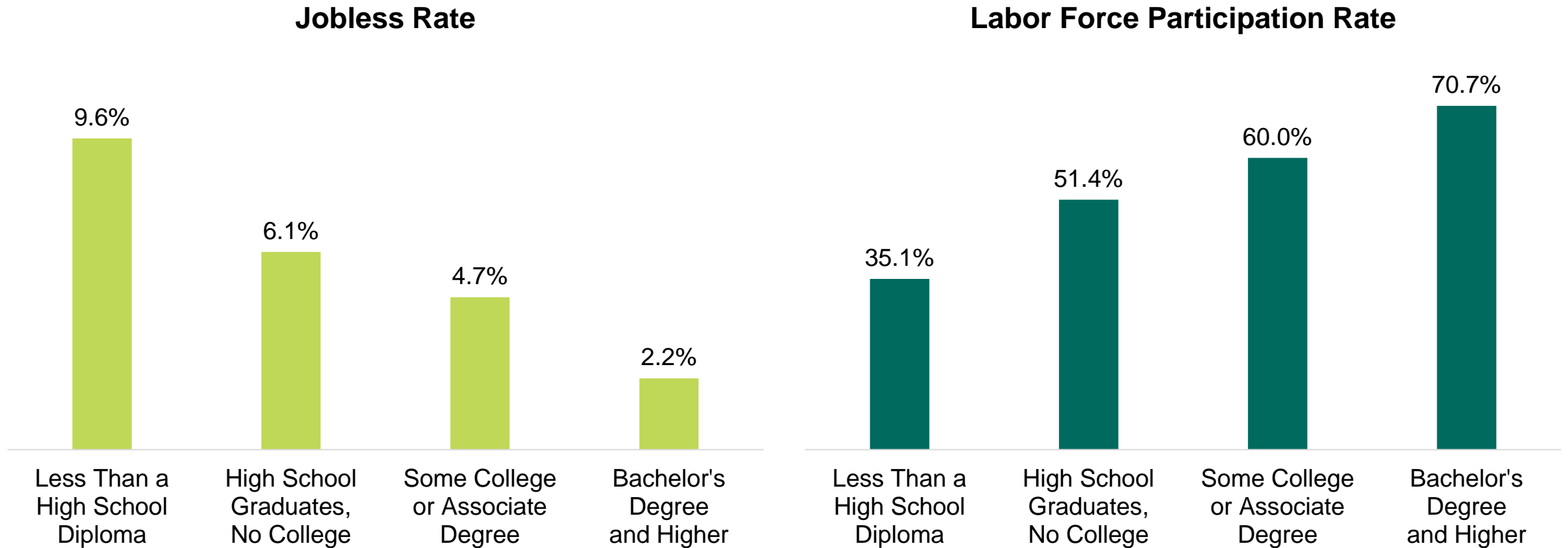
Jobless Rate



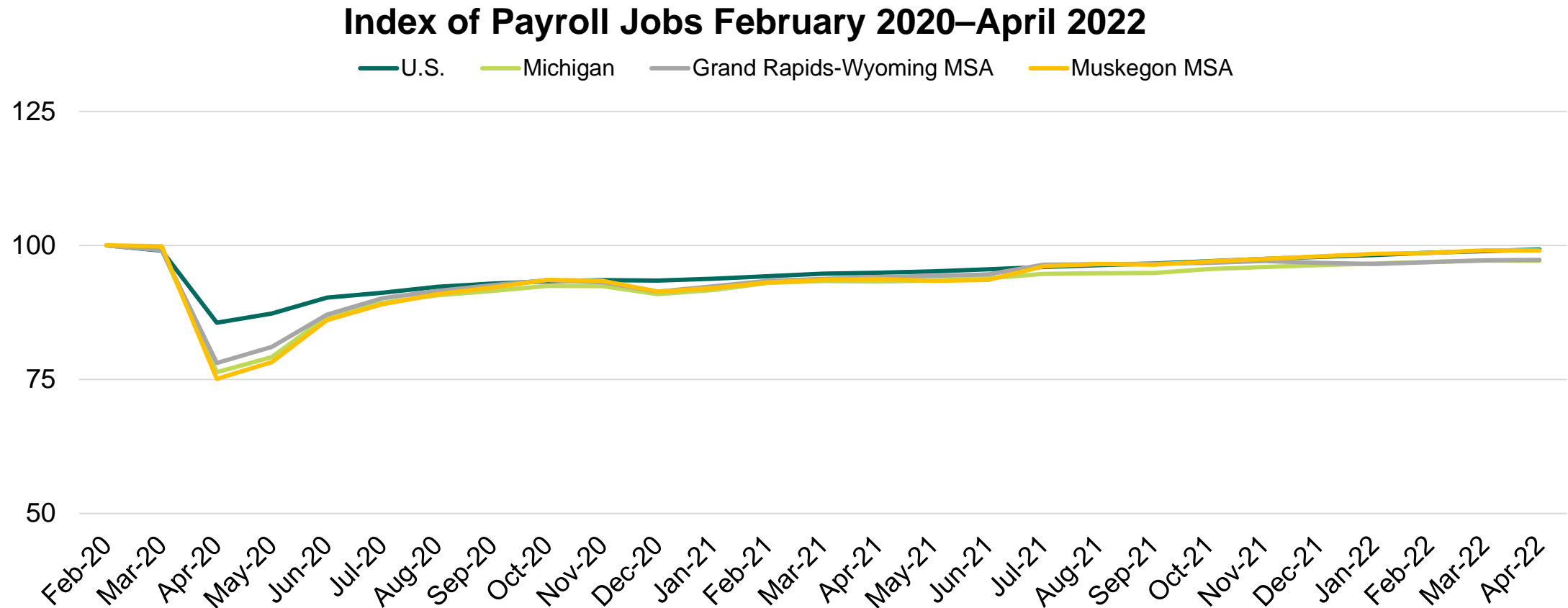
Average Unemployment Duration (in Weeks)



Jobless rates tend to be much higher for individuals without a high school diploma or those without additional education beyond a GED. Labor force participation rates are also lower for these groups.

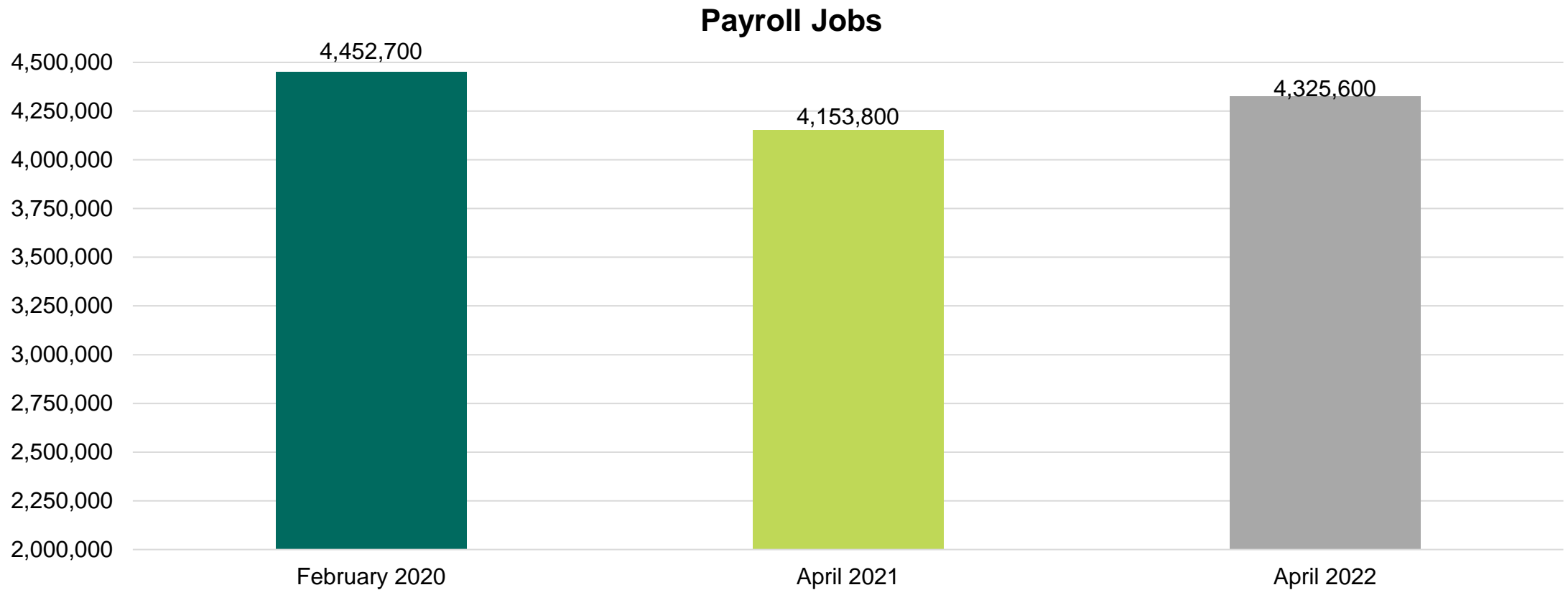


Payroll jobs in Michigan and the MSA's within the WMW! area decreased dramatically in April 2020. This was followed by quick growth in the summer of 2020 and steady growth since winter of 2020. The number of payroll jobs across all regions remain slightly below pre-pandemic levels.



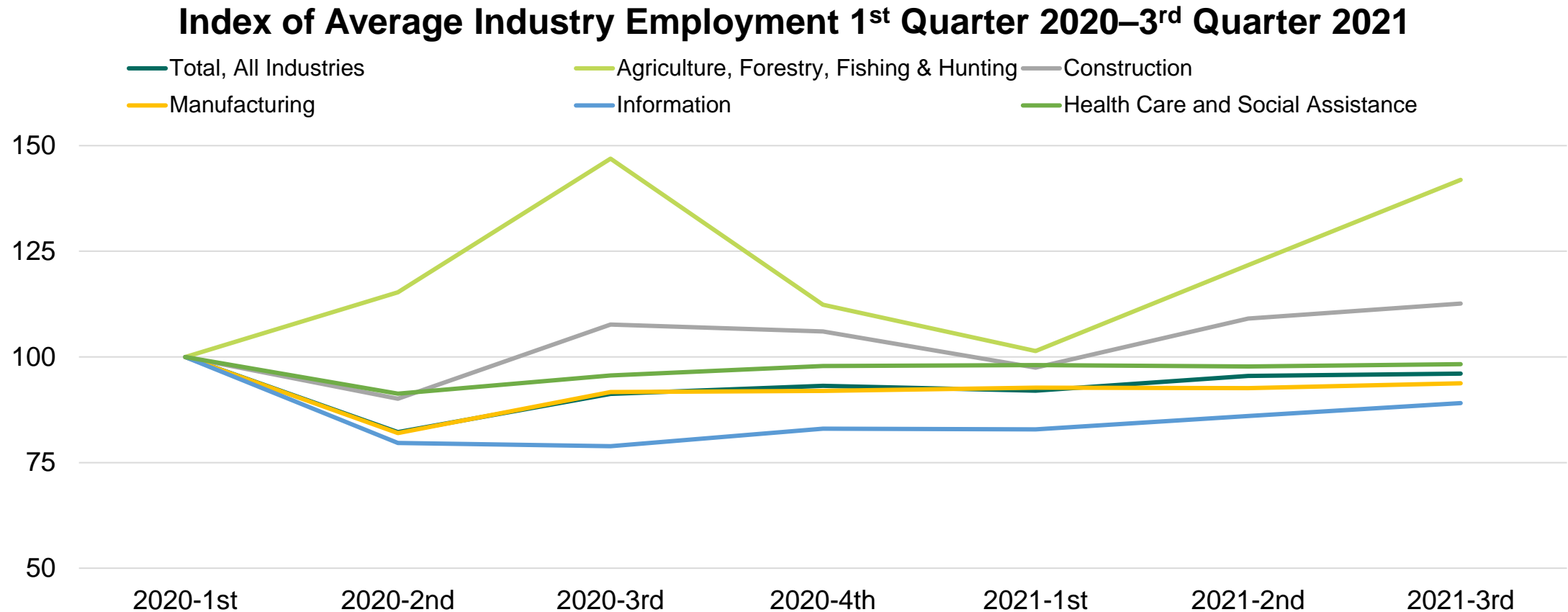
Source: Current Employment Statistics (CES), U.S. Bureau of Labor Statistics

Payroll jobs in Michigan decreased by 6.7 percent between February 2020 and April 2021. Since April 2021, payroll jobs have increased by 4.1 percent, but are still 2.9 percent below pre-pandemic levels.



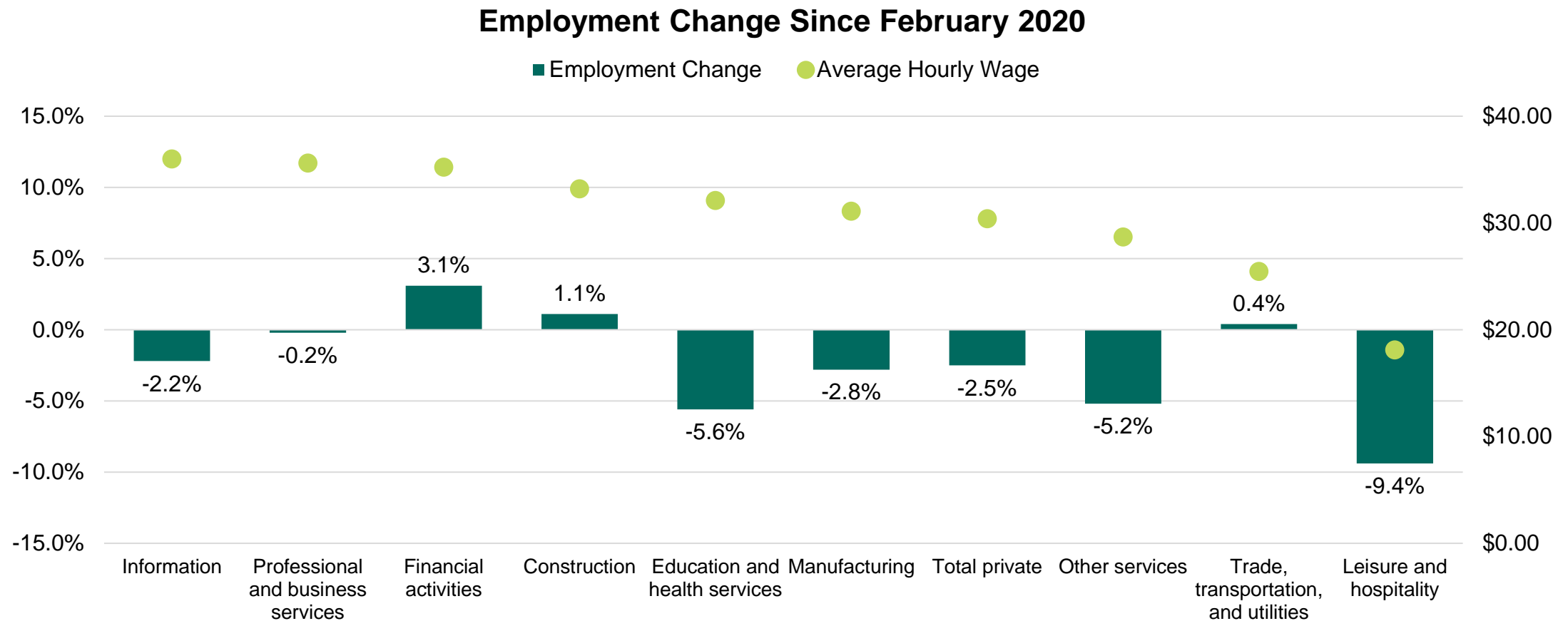
Source: Current Employment Statistics (CES), U.S. Bureau of Labor Statistics

Average employment of all industries in the WMW! area decreased following initial shocks of the pandemic and has yet to recover as of 3rd quarter 2021. Only *Construction* and *Agriculture* had recovered to pre-pandemic levels in the region.



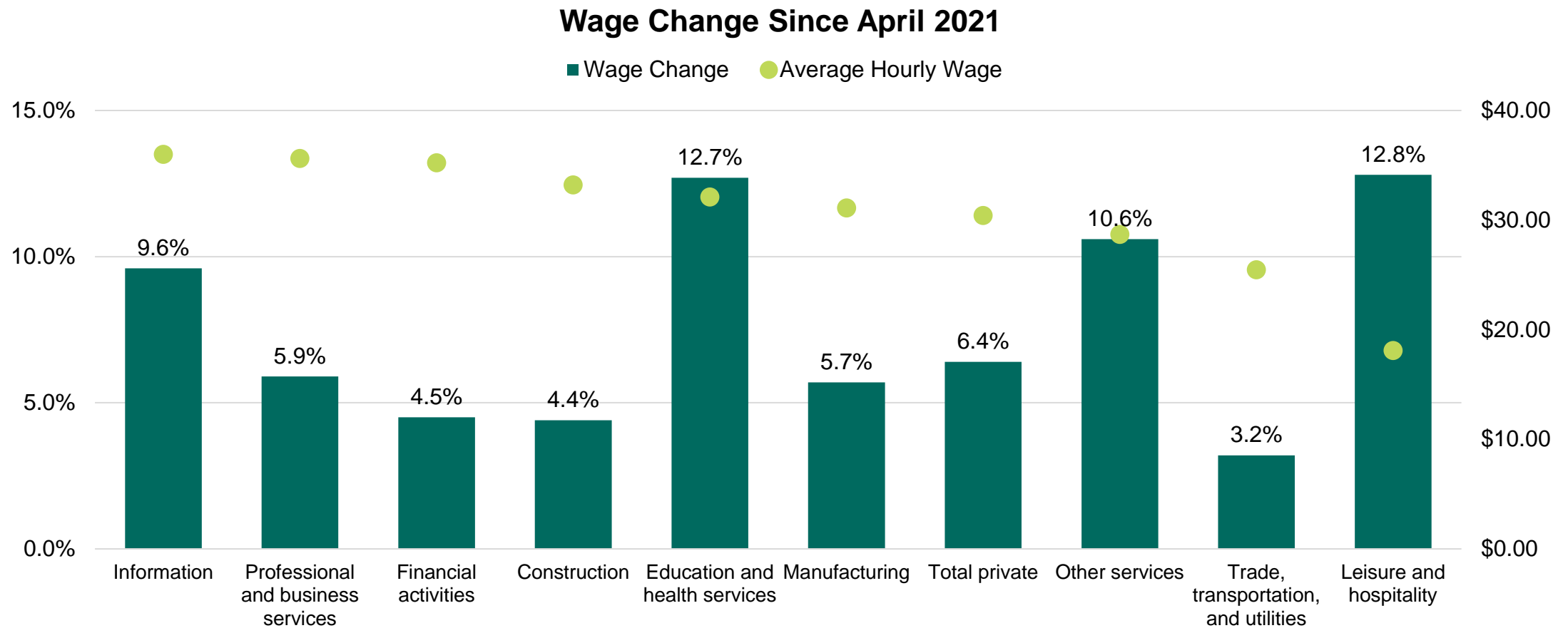
Source: Current Employment Statistics (CES), U.S. Bureau of Labor Statistics

Overall, *Total private* employment has decreased 2.5 percent since February 2020. Only *Financial activities* and *Construction* have seen positive employment growth greater than 1 percentage point during the period. Most lower paying sectors have seen heavier employment loss than higher paying sectors.



Source: Current Employment Statistics (CES), U.S. Bureau of Labor Statistics

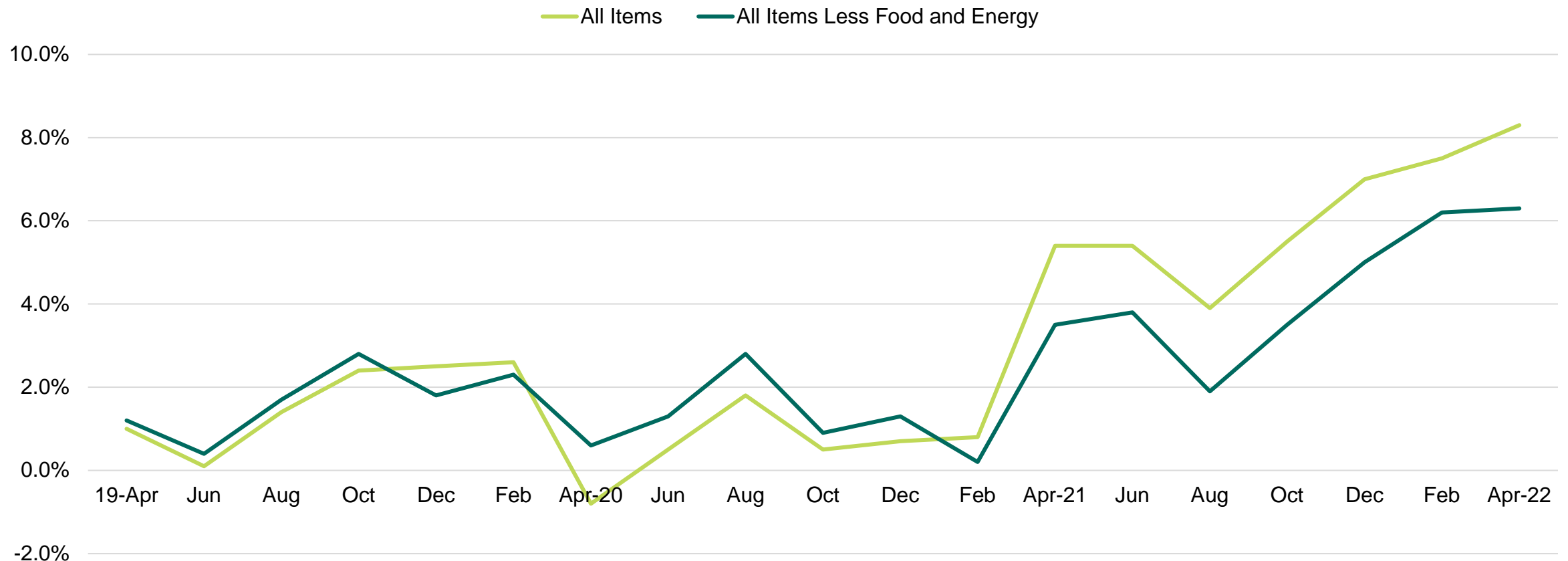
Average hourly wages in all supersectors increased from April 2021. *Total private* wages grew 6.4 percent. The largest wage growth was in the lower paying sectors of *Leisure and hospitality*. *Information* and *Professional and business services* had the highest average hourly wage in April 2022.



Source: Current Employment Statistics (CES), U.S. Bureau of Labor Statistics

The index for all items less food and energy rose 1.5 percent in the latest two-month period. Over the past 12 months, the index for all items less food and energy rose by 6.3 percent in the Detroit area. For all items in the last 12 months the index has increased 8.3 percent.

Over-the-Year Percent Change in CPI-U, Detroit-Warren-Dearborn, MI, April 2019–April 2022



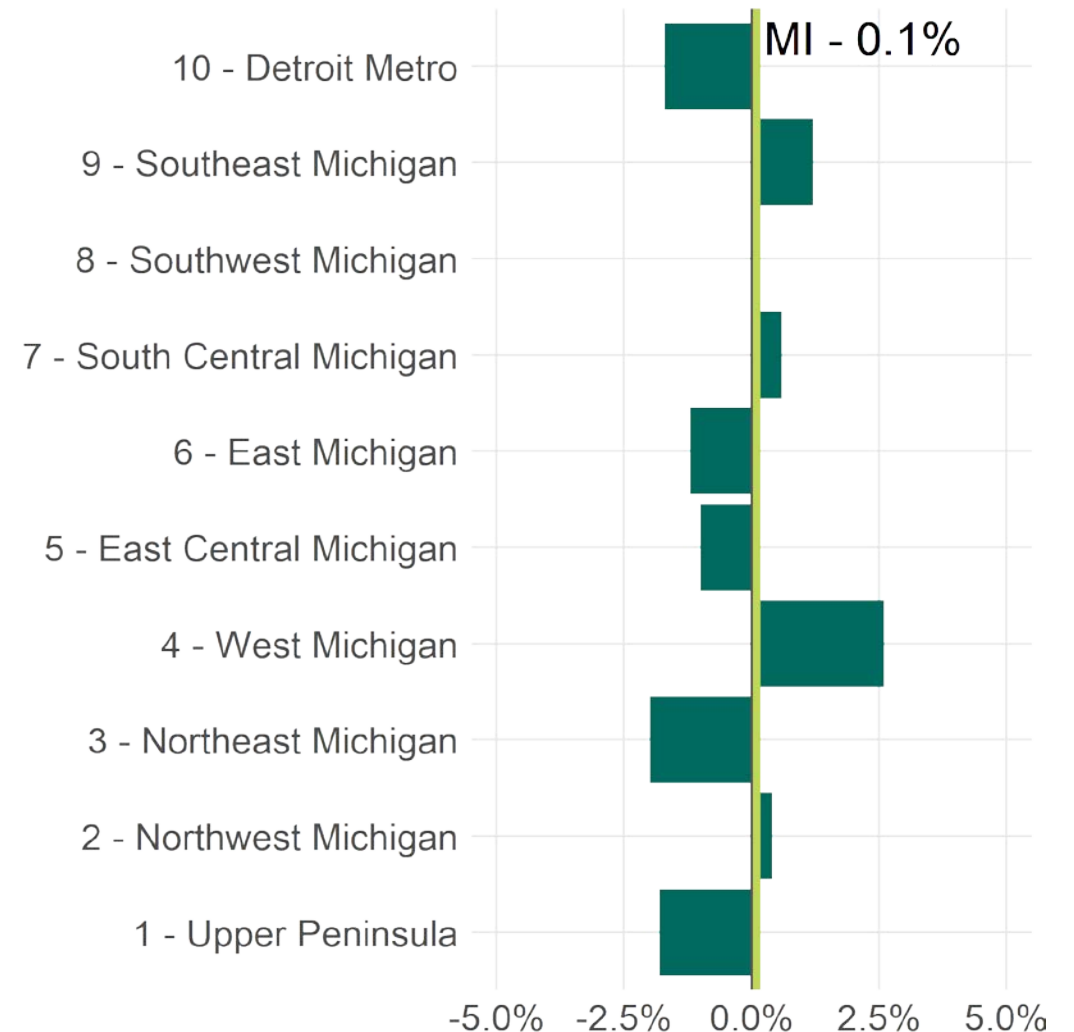
Source: Consumer Price Index, U.S. Bureau of Labor Statistics

PROJECTIONS

2018–2028 Regional Projections

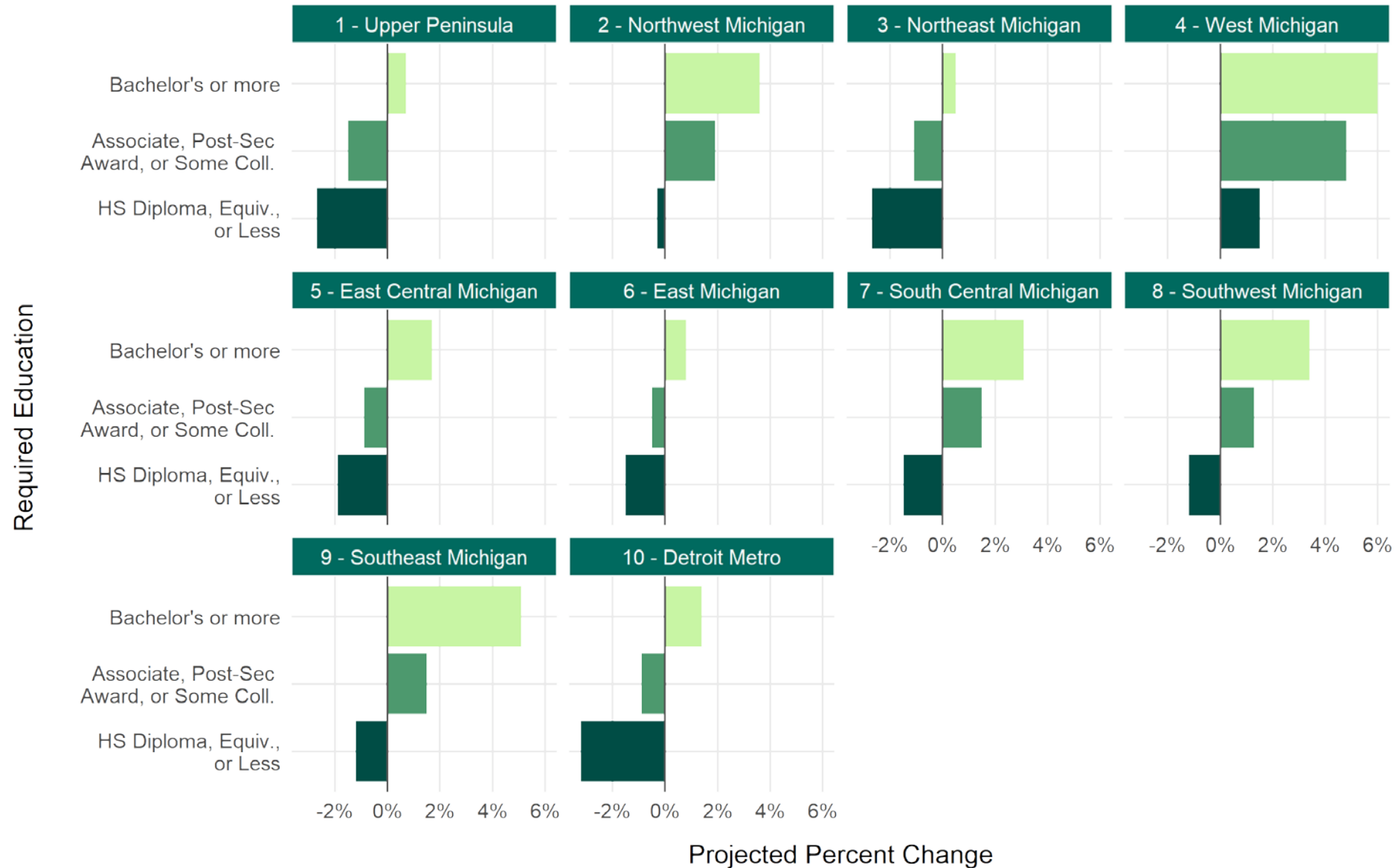
- Statewide 2018–2028 data published last summer projected a 10-year change of 0.1 percent.
- Total employment in all regions is expected to follow suit.
 - Only West Michigan is expected to show greater than 2 percent change, positive or negative.

**Total Projected Percent Change in Employment,
2018–2028**



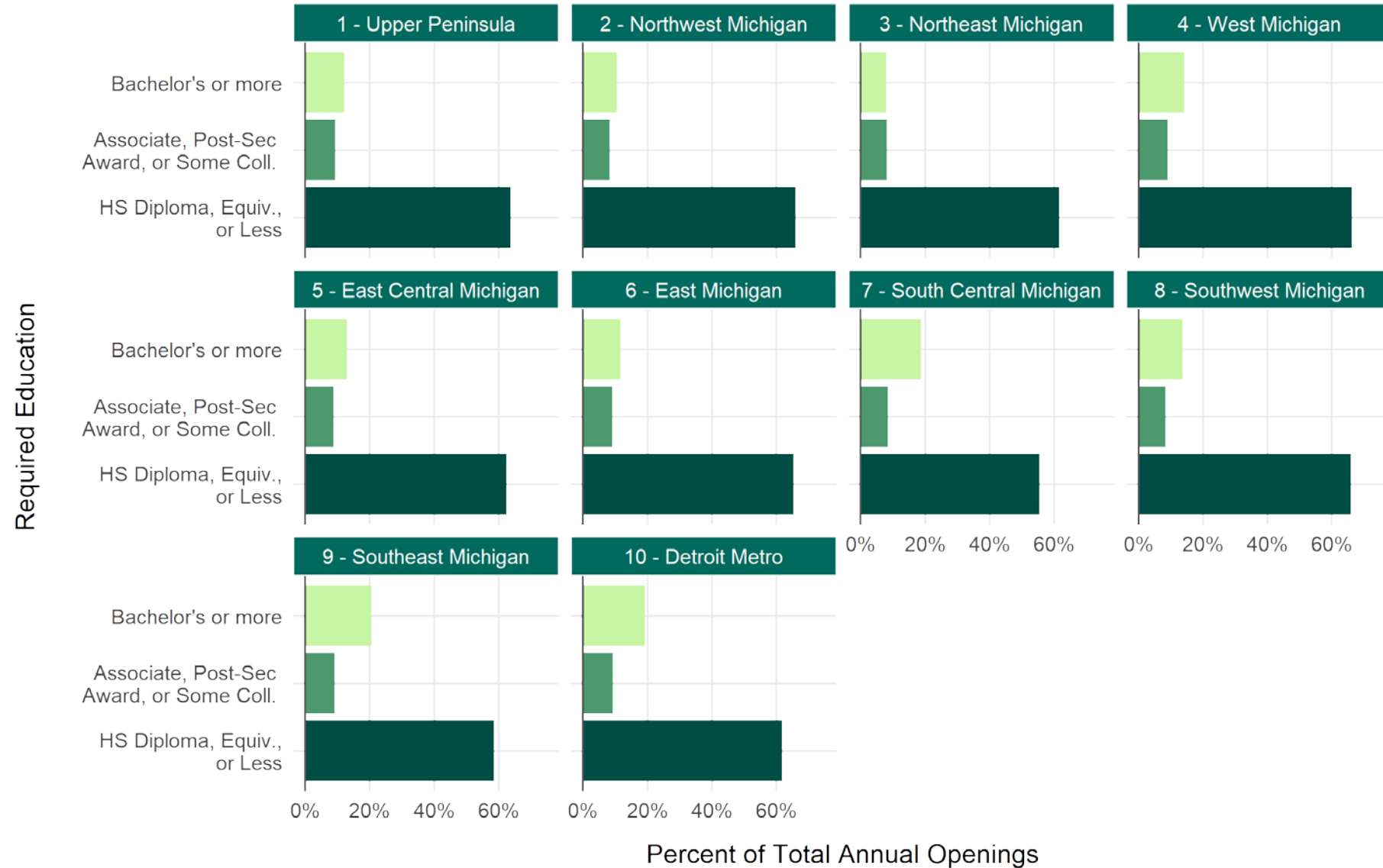
Bachelor's Degree Occupations Lead by Growth

Projected Percent Change in Employment by Broad Education Levels, 2018–2028

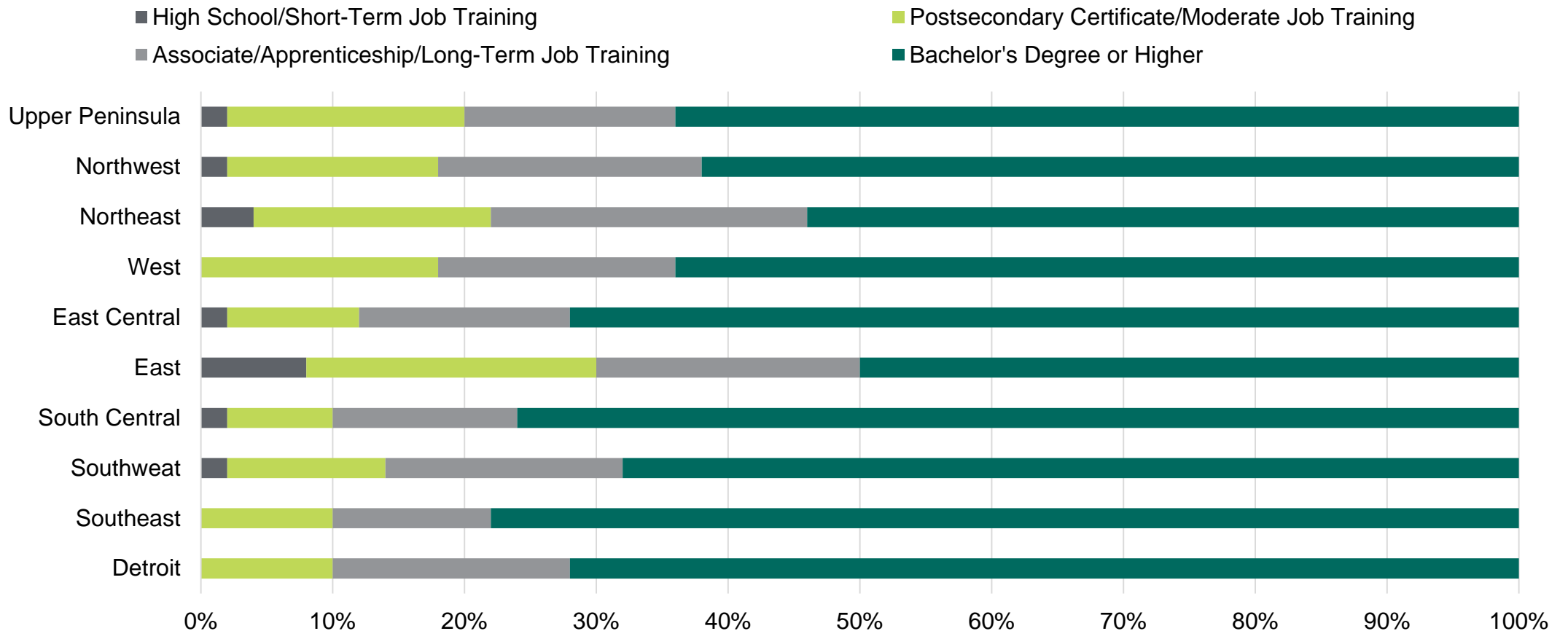


But Jobs Requiring Less Education Provide Many More Opportunities for Entrance

Projected Share of Annual Job Openings by Broad Education Levels, 2018–2028



Top Occupations by Education and Training



Key Takeaways

- Both the Michigan and West Michigan Works! area labor markets have seen steady improvement over the last year but have not yet returned to pre-pandemic employment and labor force levels.
- Multiple groups continue to be disproportionately affected by the pandemic.
- As was the case nationwide, Michigan experienced rapid changes in inflation over the last 12 months.
- West Michigan is projected to see the largest growth in employment of any region between 2018 and 2028 and outpace statewide growth.

Thank you!

Nick Gandhi

Economic Analyst

gandhin@michigan.gov

Bureau of Labor Market Information and Strategic Initiatives



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: Executive Leadership and Strategic Engagement Committee of the
West Michigan Works! (WMW) Workforce Development Board (WDB)

FROM: West Michigan Works! Staff

DATE: June 13, 2022

RE: Designation of Nomination Committee

Background

In 2017, the Executive Committee established a nomination committee with members whose terms of office were not expiring to be designated.

According to the West Michigan Works! Workforce Development Board bylaws, seventeen (17) of our current board members' terms of office expire October 31, 2022, in addition to other vacancies on the board. WMW staff would like the Executive Committee to designate a Nomination Committee.

This year, those members whose terms are not expiring are John Buchan, Jay Dunwell, Jim Fisher, Jon Hofman, Shana Lewis and Scott McLean.

Action

Approve executive members whose terms of office are not expiring to serve as the designated nomination committee for the terms of office November 1, 2022 - October 31, 2024 WDB appointments.

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

FROM: West Michigan Works! Staff

DATE: June 13, 2022

RE: WDB Member Terms of Office

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 30, 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.

Business (8):

Nora Balgoyen, Mark Bergsma, Randy Boss, Kenyatta Brame, Heather Daniel, Dave Smith, 2 vacancies

Community-Based Organization (3):

Kristin Garriss, TaRita Johnson, Mark Thomas

Economic Development (2):

Mandy Cooper, Morgan Carroll

Higher Ed (2):

Dan Rinsema-Sybenga, Stacy Young

Organized Labor/Employee rep (1):

Dan TenHooopen

Vocational Rehab (1):

Cathy Cronick

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

Business (1):

Perrigo

Higher Ed (1):

GRCC



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

FROM: Tasha Evans, Talent Solutions Director

DATE: June 13, 2022

RE: Draft WMW 22-02 Barrier Removal Employment Success (BRES) Policy

Background

In August of 2021, the workforce board received additional funding, Barrier Removal Employment Success (BRES), to support the employment and reemployment of at-risk individuals to remove barriers.

Examples of populations BRES will serve includes but are not limited to: Clean Slate Pilot (CSP), Retention Solutions Network (RSN), New Americans, and the Asset Limited Income Constrained Employed (ALICE) population.

This policy seeks to provide guidance for issuing supportive services to job seekers included in the BRES populations.

Action

WMW staff is requesting that the WDB approve Draft WMW 22-02 Barrier Removal Employment Success (BRES) policy.



Title:	WMW 22-02 Barrier Removal Employment Success (BRES)
Effective Date:	XX/XX/XXXX
Approved by:	West Michigan Works! Workforce Development Board on XX/XX/XXX
Programs Affected:	Partnership. Accountability. Training. Hope. (PATH) Food Assistance, Employment & Training (FAE&T), Workforce Innovative Opportunity Act (WIOA), Wagner-Peyser (WP), Retention Solutions Network, Apprenticeship Programs, Michigan Learning & Education Advancement Program (MiLEAP), Michigan Rural Enhanced Access to Careers in Healthcare (MiREACH), Clean Slate, Michigan Reconnect, Trade Adjustment Act (TAA).
Scope:	This policy provides guidance to support the employment and reemployment of at-risk individuals and the removal of barriers to employment.
Supersedes:	N/A
References:	PI 21-22 Barrier Removal Employment Success (BRES) and subsequent changes, PI 21-35 Barrier Removal Employment Success (BRES) and subsequent changes PI 20-32 Clean Slate Pilot Program, issued December 3, 2020, and subsequent changes, PI 21-04 Healthy Michigan Plan Navigator, issued February 25, 2021, PI 19-36 Healthy Michigan Plan Program, issued December 19, 2019, and subsequent changes.
Background:	To provide additional financial support for the operation of these initiatives and to serve the at-risk populations, WD has established the BRES program. Examples of populations BRES will serve include, but are not limited to: Healthy Michigan Plan, New Americans, the Clean Slate Pilot (CSP) program, Business Resource Network (BRN) Program, the Michigan Reconnect scholarship program, and the Asset Limited Income Constrained Employed (ALICE) population.

Policy: This policy provides guidance on the provision of supportive services for eligible BRES participants. Program staff are responsible for verifying the participant's eligibility and need for employment related supportive services based on individual circumstances. Support services issued on behalf of one participant may not necessarily be made on behalf of another. Supportive services are not entitlement payments and are provided at the discretion of West Michigan Works! staff.

BRES funds will be utilized to support activities that are not eligible or feasible under another funding source or if there is insufficient funding to support those activities.

The services provided locally with BRES should complement and comply with local policy regarding the provision of supportive services and any associated limitations. BRES funding may not be used to circumvent local supportive service policies or limitations.

Educational Scholarships are specifically prohibited for support with BRES Funding.

Eligibility: Participants must meet the criteria of at-risk populations and are required to be at least 16 years of age with no maximum age limit.

There are no income restriction levels or employment requirements for participation to receive BRES supports, however, job seekers may qualify for employment-related support services because they are part of the ALICE population.

The ALICE population are individuals working, yet still struggling to make ends meet or are one crisis away from poverty. ALICE population is defined as people that fall under the threshold of a county's/closest family's situation ALICE "Stability Budget". This threshold is reflected on UnitedforALICE.org.

Conditions: **Cap:** \$2,000 per participant in a rolling 12-month period. Auto purchases have a lifetime cap and are not counted towards the \$2,000 per participant cap.

Supportive services, including but not limited to, the below categories may be provided to program participants when:

1. They are an allowable (authorized) expense;
2. They are necessary to enable an individual to participate in employment and training activities; and
3. Job Seekers are unable to obtain supportive services through other community programs and resources.

Non-Reoccurring Employment-Related Supports

- Work Tools and Equipment
- Training Materials, Textbooks, Tools, and Supplies
- Personal grooming supplies/services

Employment- and Training-Related Medical

- Drug Screening
- Pre-Employment Exam and Screening (Fingerprinting, background checks)

Clothing

- Work gloves, work boots, work shoes, hard hats, and personal safety items
- Other protective/special clothing, personal safety items, uniforms, or other clothing needed for training and employment

Auto

- Driver's training, road test & state exam
- Driver's license replacement or renewal
- Auto repair
- Auto insurance
- Auto plates and registration
- Auto purchase \$5,000 (*excluded from cap limit)

Transportation

- Public transportation
- Private vehicle mileage reimbursement
- Taxi or other transportation services (i.e., Uber, Lyft, etc.)

Testing and Fees

- Tests/Permits
- Birth certificate
- Union dues, licensing, bonding

NOTE: *Penalty-related fees and fines are not allowable expenses.*

Moving/Relocation Assistance (\$1,500.00 per move)

A job seeker that verifies employment “outside of commuting distance” may qualify for this support. “Outside commuting distance” exceeds two hours per day (not including time to and from childcare facilities), or three hours per day (including time to and from childcare facilities).

- Trailer or truck rental
- Compensation for persons assisting in the move
- Mileage allowance
- Rental of moving equipment such as dollies
- Security deposit and payment of the first month’s rent at the new location

Childcare (\$120 per week max)

Allowable childcare costs may be provided to those who are employed or in approved training. Costs must be paid to a licensed provider or MDHHS License Exempt provider.

The Job seeker must apply for childcare assistance through MDHHS to be eligible for this support service. Regardless of the assistance determination, BRES funding may either support the care costs or supplement MDHHS-funded care up to the cap amount, if necessary.

Other Employment Related Supports

- Legal Services (expungement of criminal record)
- Utility expense
- Mortgage/rental assistance
- Car payment assistance
- On the Job Training (OJT) wages
- Other supports that remove employment barriers

- Employer Supports:** BRES funds may be utilized to provide employer supports to encourage participation in BRNs. Employer supports may include subsidizing BRN membership fees.
- Documentation:** Supportive service provision must follow the West Michigan Works! Support Service Staff Guide which provides guidance regarding documentation, justification, Individual Employment Plan/Individual Service Strategy (IEP/ISS) coordination when applicable, data entry and case noting.
- Exceptions:** In cases with unique circumstances, when a Career Coach determines it would be beneficial to exceed a cap amount or provide support services not categorized in the local policy, a waiver request may be made on a case-by-case basis, per WMW Staff Guide procedures.

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

FROM: Tasha Evans, Talent Solutions Director

DATE: June 13, 2022

RE: Steepletown Neighborhood Services and Goodwill Industries
Workforce Innovation and Opportunity Act (WIOA) Youth Programs

Background

Steepletown Neighborhood Services and Goodwill Industries of Greater Grand Rapids are providers of Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) services in Kent County.

Both parties entered into a contract with ACSET to provide services in accordance with the Workforce Innovation and 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. This contract allows for extensions, at the sole discretion of ACSET, for a period of three (3) years based on performance.

A thorough monitoring of WIOA Youth contract compliance was conducted, which included data validation, eligibility requirements, file documentation, data entry accuracy, enrollment rates, performance measures, follow-ups and outcomes. The contractor monitoring found both parties to be performing at satisfactory levels.

Steepletown was monitored in Jan-Feb 2022 and had two findings and Goodwill was monitored in May-June 2022 and had three findings.

Recommendation

It is recommended that the contracts for Steepletown Neighborhood Services and Goodwill Industries of Greater Grand Rapids be extended through June 30, 2023, to allow for continued services in Kent County.

Action

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

**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: 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:

Total Student		
Enrolled 175*		
	Outcome	
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 21, 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

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.



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

FROM: Tasha Evans, Talent Solutions Director

DATE: June 13, 2022

RE: Draft WMW 15-06c5 Workforce Innovation and Opportunity Act (WIOA) Support Services Policy

Background

In April of 2016, the Workforce Development Board approved the Workforce Innovation and Opportunity Act (WIOA) Support Services Policy, allowing West Michigan Works! to provide guidance for issuing supportive services to job seekers enrolled in West Michigan Works! WIOA programs.

In August of 2021, the workforce board received additional funding, Barrier Removal Employment Success (BRES), to support the employment and reemployment of at-risk individuals to remove barriers.

Examples of populations BRES will serve includes but are not limited to: Clean Slate Pilot (CSP), Retention Solutions Network, New Americans, and the Asset Limited Income Constrained Employed (ALICE) population.

This policy seeks to include provisions to exceed dollar amounts or caps listed if blended with other state or non-state funding such as Barrier Removal Employment Success (BRES).

Action

WMW staff is requesting that the WDB approve Draft WMW 15-06c5 WIOA Support Services Policy.



Title:	WMW 15-06c5 WIOA Support Services Policy, including Needs-Related Payments
Effective Date:	June 13, 2022
Approved by:	West Michigan Works! Workforce Development Board on June 13, 2022
Programs Affected:	All Workforce Innovation and Opportunity Act (WIOA) Programs.
Scope:	This policy provides guidance for providing supportive services to job seekers enrolled in West Michigan Works! WIOA programs and includes provisions to address participant and program delivery needs during COVID-19.
Supersedes:	WMW 15-06c3
References:	WIOA Section 3(2); WIOA Section 3(15); WIOA Section 3(59); WIOA Section 129(c)(2)(G); WIOA Section 134(d)(2) and (3); WIOA Rules 680.120; 680.130; 680.900 et. seq. and 681.570; State of Michigan WIOA Manual; Code of Federal Regulations (CFR), Title 48 – Federal Acquisition Regulations; CFR, Title 2 – Grants and Agreements; U.S. Department of Labor, Employment and Training Administration; One-Stop Comprehensive Financial Management Technical Assistance Guide; and State of Michigan Workforce Development Agency Policy Issuance 15-12; Food Assistance Employment and Training (FAE&T) Program Plan Instructions.
Background:	The Workforce Innovation and Opportunity Act of 2014 (WIOA), provides program guidelines for supportive services and needs-related payments for adults, dislocated workers and youth. All WIOA enrolled adults, dislocated workers and youth may be eligible for supportive services as defined in WIOA Section 3(59). Local Workforce Development Boards, in consultation with one-stop partners and other community service providers, must develop a policy on supportive services that ensures resource and service coordination in the local area.

Policy:

This policy provides guidance on the provision of supportive services for eligible program participants. Supportive services may be made available to those in need of additional assistance in order to secure employment, participate in education/training, and/or overcome barriers to full participation. Information regarding the availability of supportive services in the region and referral to those services must be provided to all adults, dislocated workers and youth. Program staff are responsible for verifying the participant's need for supportive services. Supportive services are not entitlement payments and are provided at the discretion of West Michigan Works! staff. Supportive services are provided based on individual circumstances; thus payment made on behalf of one participant may not necessarily be made on behalf of another.

The dollar amounts listed below may be exceeded if blended with other state or non-state funding such as Barrier Removal Employment Success (BRES).

Supportive Service Categories and Conditions**Supportive Service Procurement**

Purchase and procurement of all supportive services must follow ACSET's Procurement Policy.

Cap: \$1,000 per participant in a rolling 12-month period.

Supportive services including, but not limited to the below categories may be provided to program participants when:

1. They are an allowable (authorized) program expense;
2. They are necessary to enable an individual to participate in program (employment and training) activities; and
3. Job Seekers are unable to obtain supportive services through other community programs and resources.
4. YOUTH ONLY: May be provided supportive services during the 12 months of follow up to ensure successful transition to employment or postsecondary education.

Non-reoccurring Work-Related

- Equipment or tools necessary for employment are eligible with verification of employment and documentation from employer stating the need and list of necessary equipment or tools.

Equipment for Virtual Participation

- Devices such as laptops, tablets or chrome books may be necessary for individuals to participate in online workshops, events, or trainings.

Individuals may be provided such equipment when assigned to virtual activities or trainings and have a demonstrated need.

Internet Accessibility

- Participants may be provided internet accessibility, such as prepaid data cards or Hot Spots, when needed for online workshops, events, or trainings to ensure their access and ability to participate in assigned virtual program services.

Employment and Training Related Medical

- Immunizations
- Physicals
- Mental health assessments
- Optical (including eyeglasses)
- Dental services

Clothing (\$300 max)

- Interview clothing
- Uniforms
- Boots/shoes
- Other work/training-related clothing

Automobile

Allowable vehicle expenses may be provided when the vehicle is registered to the participant or the participant's family, as defined in the WIOA Manual definition of "family".

- Vehicle repairs
- Inspection costs
- Auto insurance
 - A new auto insurance policy will not be provided for longer than three (3) months.
- Plates and registration.

NOTE: Penalty-related fees and fines are not allowable expenses.

Childcare (\$120 per week max)

Allowable childcare costs may be provided to those who are employed or in an approved training. Costs must be paid to a licensed daycare provider or MDHHS License Exempt provider. The Job seeker must apply for childcare assistance through MDHHS to be eligible for this support service. Regardless of the assistance determination, WIOA funding may either support the childcare costs or supplement MDHHS funded childcare up to the cap amount, if necessary.

Transportation (\$100 per week max)

Allowable transportation includes:

- Mileage reimbursement
- Bus passes
- Taxi or other transportation services (i.e. Uber, Lyft, etc.)

Transportation support may be provided to participants traveling to and from:

- An approved training program – up to participant cap
- Work experience – up to participant cap
- Unsubsidized Employment – ONLY first 6 weeks – up to participant cap
- YOUTH ONLY: Transportation support may be provided to assist with travel to job search, workshops/event attendance or Career Coach meetings – up to participant cap

When found reasonable and necessary, participants who are dual-enrolled with the FAE&T program may also receive transportation when traveling to and from assigned activities.

Testing & Document Fees

- Birth Certificate and Identification Card
- ICHAT and Drug Screening
- Application, testing (academic and occupational), permits and license fees when not included in an Individual Training Account (ITA)
- Driver's training, testing and licensing

NOTE: Penalty-related fees and fines are not allowable expenses.

Needs-Related Payments

Needs-Related Payments (NRPs) are defined as financial assistance in a stipend form provided to participants for the purpose of enabling unemployed participants to participate in training. Needs-Related Payments will only be available if required by a program or funding source.

Documentation

Supportive service provision must follow the WMW Support Service Staff Guide which provides guidance regarding documentation, justification, Individual Employment Plan/Individual Service Strategy (IEP/ISS) coordination, data entry and case noting.

Waivers or Exceptions

In cases with unique circumstances, when a Career Coach determines it would be beneficial to exceed a cap amount or provide support services not

categorized in the local policy, a waiver request may be made on a case-by-case basis, per WMW Staff Guide procedures.



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

FROM: Tasha Evans, Talent Solutions Director

DATE: June 13, 2022

RE: Draft WMW 16-03c6 Welfare Reform Supportive Services Policy

Background

In October of 2017, the Workforce Development Board approved a Supportive Services Policy for Welfare Reform programs to provide guidance for providing supportive services to job seekers enrolled in the PATH and FAE&T program.

In August of 2021, the workforce board received additional funding, Barrier Removal Employment Success (BRES), to support the employment and reemployment of at-risk individuals to remove barriers.

Examples of populations BRES will serve includes but are not limited to: Clean Slate Pilot (CSP), Retention Solutions Network, New Americans, and the Asset Limited Income Constrained Employed (ALICE) population.

This policy seeks to include provisions to exceed dollar amounts or caps listed if blended with other state or non-state funding such as Barrier Removal Employment Success (BRES).

Additionally, this policy seeks to broaden the payment methods job seekers can receive from transitional supportive services to include incentive payments and increases authorized payment for vehicle purchases from \$4000 to \$5000 which is set by the State of Michigan.

Action

WMW staff is requesting that the WDB approve Draft WMW 16-03c6 Welfare Reform Support Service Policy to reflect these changes.



Title: WMW 16-03c56 Welfare Reform Supportive Services

Effective Date: June 13, 2022 ~~February 14, 2022~~

Approved by: West Michigan Works! Workforce Development Board on June 13, 2022
~~February 14, 2022~~

Programs Affected: Partnership. Accountability. Training. Hope. (PATH)
Food Assistance, Employment & Training (FAE&T)

Supersedes: WMW 16-03c45

Background: Michigan Works! Areas (MWA) are charged with managing payment of supportive services and are responsible for ensuring that the provision of supportive services are appropriate, with proper documentation on file. Supportive services are to be provided as appropriate through the first 180 days of a job seeker employment (the 180-day job retention period). MWAs shall respond in a timely manner when supportive services are requested.

Policy:

Support services need to be authorized by the West Michigan Works! Staff. The need and rationale for service provision must be documented in the job seeker's Individual Service Strategy (ISS). Vehicle purchase and all supportive services are dependent upon fund availability and are provided on an individually determined basis for all eligible PATH job seekers. This Support Service Policy does not create an entitlement.

The dollar amounts listed below may be exceeded if blended with other state or non-state funding such as Barrier Removal Employment Success (BRES).

I. Eligibility

- A. Welfare Reform Program guidelines allow for the provision of support services for Welfare Reform job seekers at any time during their participation.

Draft WMW 16-03c56 Welfare Reform Supportive Services

- B. In an emergency, in which a job seeker would lose his or her employment without immediate action, West Michigan Works! (WMW) Staff will respond within 24 hours to a request for supportive services to prevent the loss of employment.
- C. A job seeker who requests a supportive service must provide documentation of his or her eligibility and need for the service, according to the criteria described below. Staff will evaluate the supportive service request and request approval.

Supportive services do not constitute entitlements.

II. PATH Support Service Types:

Listed below are the Supportive Services that may be provided to PATH job seekers (subject to amendment by the Workforce Development Agency and approval of the West Michigan Works! Chief Executive Officer).

A. Clothing (\$500 limit within a 12-month period)

Clothing as required for job seekers assigned to activities or needed for employment. Allowable items include:

- Clothing needed for interviews.
- Work gloves, work boots, work shoes, hard hats, and personal safety items.
- Other protective/special clothing, personal safety items, uniforms, or other clothing needed for training and employment.
- Appropriate clothing needed to successfully participate with PATH or other employment-related activity.

A maximum of \$500 in clothing supportive services may be provided to each job seeker per 12-month period. In a two-parent family, each parent who is contributing toward meeting the case's participation requirement is eligible.

B. Vehicle Repair

Vehicle repairs may be authorized for a vehicle that is the job seeker's primary means of transportation, even if public transit is available. The total MDHHS/PATH program cost of repair may not exceed \$900.00 including any repair in the previous twelve (12) -months. Job seekers may contribute any amount over \$900.00 prior to WMW payment. In a two-parent family, each parent who is contributing towards meeting the case's work participation requirement may be eligible to receive up to \$900 towards the repair of an automobile, if the funding is directed towards separate automobiles for each parent, and the automobiles are used as the primary

Draft WMW 16-03c56 Welfare Reform Supportive Services

means of transportation for employment-related activities. With the repairs authorized, the vehicle must be determined to be safe and roadworthy.

The job seeker must provide the following information:

1. Registration showing the vehicle is registered in the name of an eligible family member. A member of the eligible family is defined as any adult who is receiving assistance and is included in the household FIP grant.
2. Verify that the vehicle was not purchased by PATH in the last sixty (60) calendar days.
3. Proof of insurance for the vehicle showing it is insured in an eligible family member's name. A member of the eligible family is defined as any adult who is receiving assistance and is included in the FIP grant.
4. One (1) estimate for repair by a licensed mechanic.

C. Vehicle Insurance

Assistance with vehicle insurance is limited to a \$2,000 maximum lifetime cap. Any payments made prior to January 1, 2020 will be counted toward the \$2,000 maximum lifetime limit. Vehicle insurance coverage is limited to the time period in which the client is establishing income to allow for their ongoing payment of the insurance up to 90 days at one time.

The job seeker must provide the following information:

1. Registration showing the vehicle is registered in the name of a member of the eligible family. "A member of the eligible family" is defined as any adult who is receiving assistance and is included in the FIP grant.
2. One (1) estimate for vehicle insurance.

D. Vehicle Purchase

PATH staff may authorize payment of up to ~~\$4,000~~ **\$5,000** toward the purchase of a vehicle if the vehicle will be used for a job seeker's primary means of transportation for employment-related activities and the job seeker does not already own a safe and roadworthy vehicle. The purchase must be approved in advance, and only one PATH or MDHHS Vehicle Purchase payment may be made to a job seeker during the job seeker's lifetime. In a two-parent family, if both parents are required to participate and need separate vehicles, an exception may be made prior to approving a vehicle purchase for a second parent. Before authorizing the purchase, all the following conditions must be met:

1. Public Transportation is not reasonably available (such as considering the location and

Draft WMW 16-03c56 Welfare Reform Supportive Services

hours of employment, childcare, or long commute) and the job seeker has no other means to reach the job site reliably as defined in the MDHHS Bridges Eligibility Manual 233A.

2. The job seeker can afford payments, insurance and other expenses associated with owning the vehicle.
3. The job seeker is active in employment-related activities. The job seeker must either be employed or in PATH activity for his/her required number of hours per week.
4. The job seeker must possess a valid driver's license.
5. Verification is obtained from the Secretary of State records that the client does not own an unusable vehicle.
6. The vehicle will be insured and registered in the job seeker's name or a member of the eligible family. A member of the eligible family is defined as any adult who is receiving assistance and is included in the FIP grant. If needed, PATH will provide assistance to start up insurance (not to exceed 90 days of coverage) and assist in registering the vehicle in the job seeker's name. Both services are already included under support services.
7. The cost of the vehicle will not exceed its retail value. The vehicle is safe and roadworthy. PATH will check the Kelly Blue Book or NADA appraisal guide. A vehicle inspection by a licensed mechanic, who is not employed by or related to the seller, is required and is to be placed in the job seeker's file. The cost of the vehicle inspection is allowable in addition to the maximum **\$5,000** ~~\$4,000~~ purchase price.

E. Moving/Relocation

A job seeker that verifies employment "outside of commuting distance" (as determined by the PATH Manual), may be provided relocation services on a case-by-case basis as approved by West Michigan Works!. The maximum allowance for moving/relocation expenses is \$1,500.00 per move. In a two-parent family, both parents are eligible if they both obtain employment that requires relocation. The need must be well documented, including actual cost.

- Trailer or truck rental.
- Compensation for persons assisting in the move.
- Mileage allowance.
- Rental of moving equipment such as dollies.
- Security deposit and payment of the first month's rent at the new location.

F. Medical Exams, Immunizations, and Tests

Certain services, which are not defined as medical services by the MDHHS, may be needed to overcome barriers to employment or training, and are allowable supportive service expenses.

Draft WMW 16-03c56 Welfare Reform Supportive Services

These services include:

- Employment related photocopies.
- The completion of an MDHHS Medical Needs form by a Medical Doctor (D), or Doctor of Osteopathic Medicine (DO) certifying that based on previous medical records or recent medical examination, the client is able (or unable) to participate in employment-related activities, and whether or not there are limitations or restrictions on the types of activities in which the job seeker may be engaged.
- An employment or training-related general medical or physical examination by an MD or DO (including the completion of an MDHHS Medical Needs form).
- Immunizations or test when required to obtain, maintain, or enhance employment, and cannot be obtained free of charge.

PATH supportive services may be used for dental services that are not covered under Medicaid, another health insurance plan, or by a community public health agency that normally covers medical and/or dental services for the diagnosis, prevention, and treatment of physical or mental diseases.

G. Other Employment-Related Expenses

Employment-related expenses must be approved on a case-by-case basis. The need must be well documented, including actual cost.

- One-time work-related expenses (license, fees, purchased tools, etc.).
- One-time business start-up expenses.
- Equipment for employment (task/responsibility of employee clearly defined).
- Driver's training (include name of the training provider and the period of training).
- Internet Services and the purchase of tablets, laptops, chrome books, smart phones, etc. (Job seekers must exhaust all free and low-cost resources before seeking this supportive service.)
- Any one-time employment-related expense as deemed appropriate by WMW.

H. Identification

The following forms of identification may be purchased for a job seeker based on the need. Identification may be provided once in a 12-month period. NO fines, penalties or fees, such as those associated with driver's license reinstatement, may be paid as a supportive service.

- Michigan ID
- Birth Certificate
- Driver's License

Draft WMW 16-03c56 Welfare Reform Supportive Services**I. Transportation**

PATH job seekers may be provided with transportation assistance to fulfill PATH program requirements, including orientation, or to participate in employment and training activities, or employment. The career coach will determine the need for transportation assistance allowance for public transit, Uber, Lyft or Taxi Service.

Stipends to job seekers who utilize private transportation will be paid according to the following policy, which considers the job seeker's geographic location and component assignment. Mileage associated with self-employment connected to home delivery services is reimbursable from the PATH job seeker's home to the first delivery and from their last delivery order back home.

Stipends for PATH allowable activities.

West Michigan Works! residents may receive a daily transportation allowance based on the total round trip distance miles to and from their home to their assigned allowable activities, which may include the distance to a childcare provider, according to the following table:

12 miles or less	\$3.00 per day
13 miles and up to 24 miles	\$9.00 per day
25 miles and up to 34 miles	\$12.00 per day
35 miles and up to 50 miles	\$17.00 per day
51 miles and up to 69 miles	\$20.00 per day
70 miles and over	\$.40 per mile

An additional stipend in the amount of \$5.00 a day may be provided to those participating in documented outside job search employer contact efforts (submitting applications, resumes and attending job interviews).

Listed below are the possible points for payment:

- To and from Orientation.
- To and from Job Search/Job Readiness Activities.
- To and from Community Service/Work Experience site.
- To and from Job interviews.
- To and from Child Care Provider.
- To and from Employment (up to 180 days of employment).
- To and from Training site.

If a job seeker is requesting a stipend for his or her transportation payment, in order to receive a

Draft WMW 16-03c56 Welfare Reform Supportive Services

full stipend, the job seeker must be able to show that:

- The vehicle is registered in his or her name or an eligible family member's name;
- The job seeker obtained a ride with another person; or
- The job seeker is using a vehicle owned by another person with that person's permission. However, no more than one stipend may be issued for a single trip using the same vehicle.
- Valid Driver's License if job seeker is not riding with another job seeker.

If the job seeker cannot document any of the above, he or she may be issued \$3.00 a day, in lieu of payment for public transportation or in lieu of payment for private mileage reimbursement.

J. Child Care

The MDHHS is responsible for payment of childcare for all eligible Family Independence Program (FIP) recipients. WMW CANNOT pay any payments related to childcare or fees associated with enrolling a child in daycare.

K. PATH Program Supportive Services by Category:

Exceptions: State approval will be requested for all Policy Exceptions.

Auto Other

- Plates/Tags.
- Title Transfer.
- Registration.
- Driver's License, including Enhanced.
- Drivers Training/Drivers Permit/Road Test.
- Vehicle Inspections (related to auto purchase).
- Diagnostics.
- Towing.
- Taxes (auto purchase)

Auto Repair – Any Supportive Service-related repair of a vehicle to make it road worthy.

- Tires.
- Maintenance.

Auto Purchase – Purchase cost of a vehicle**Auto Insurance****Clothing**

Draft WMW 16-03c56 Welfare Reform Supportive Services

- Interview.
- Employment.
- Protective.
- Uniforms.

Other Supportive Services

- State ID, including Enhanced.
- Birth Certificate.
- Tools/Equipment/Registration Fees.
- Internet Services.

Pre-Employment Exam and Screening – Needed for a specific employment and if medical, not covered by Medicaid.

- Pre-employment physical/immunizations.
- Drug testing.
- Professional Licensure/certifications.
- Background checks

Private Vehicle Mileage – Allowances for transportation**Public Transportation**

- Bus passes.
- Taxi service.
- Uber.
- Lyft.

Relocation – Must be related to an employment offer.

- Moving expenses.

III. Food Assistance Employment and Training (FAE&T) TLFA Support Services

Support Services for FAE&T job seekers are designed to assist job seekers in overcoming barriers that prevent them from engaging in employment and training activities. The Support Services must be reasonable and necessary, and directly related to participation in activities, not for supporting job seekers' involvement in unsubsidized employment. Beginning with Orientation and during active participation, a job seeker may receive a maximum of \$960 of support services in a rolling 12-month period. State approval is needed for all policy exceptions. The MWA should email LEO-FAET-Policy@michigan.gov with a detailed explanation regarding the exception request. The State will notify the WMW of the decision by email within 14 days. The monetary limit does not apply to Plus job seekers served by FAE&T Plus Contractors.

Draft WMW 16-03c56 Welfare Reform Supportive Services

Support services may include:

- Clothing (appropriate for job search activity or interviews).
- Drug tests (required for employment or training program).
- Fees (i.e., activity, course registration, union dues, test fees, licensing and bonding fees, background checks needed for training or to support job search).
- Fingerprinting (required for employment).
- Housing assistance (limited to two months for rent & utilities only) applies only to Plus participants served by a Plus Contractor. Housing assistance is designed for emergency situations and rationale must be documented in the case file.
- Legal services (expunging a criminal record to secure employment).
- Medical services (i.e., TB test, vision exam, eyeglasses, dental care or physical to participate in the E&T activity or required for employment).
- Personal grooming supplies/services (i.e., personal hygiene products and services, including haircuts, to meet program or potential employer appearance standards).
- State of Michigan identification card, temporary driving instruction permit, driving skills test, and a driver's license.
- Technology equipment - enter in the OSMIS under fees
 - Cellular phone service (limited to three months and no other source of free data or phone service is available or appropriate for the situation).
 - Personal computer/laptop/tablet and necessary accessories.
 - Internet or hotspot (limited to three months unless provided for a training program with a longer length. Also, the MWA must ensure no other source of free internet is available or appropriate for the situation).
- Training materials, textbooks, and supplies.
- Transportation.
- Public bus pass.
- Gas cards for mileage reimbursement (using same table as PATH).
- Taxi (including Uber and Lyft Services). Taxi service must be temporary, and the rationale will be documented in the case file.
- Non maintenance vehicle repair (limited to \$350).
- Work and training tools (i.e., equipment, tools, safety clothing, and uniforms necessary to complete E&T training).

Support services may be provided in the form of prepaid allowances based on approximate costs, where the costs are reasonable and verifiable. Alternatively, support services may be provided through reimbursement to the participant for the actual cost of the service incurred.

Gas cards or vouchers can be provided, as a prepaid allowance, but their use will be restricted to a specific purchase or service allowed by the program. Any prepaid allowance will require the job seeker to provide a receipt to be returned to WMW to use as justification it was used for its

Draft WMW 16-03c56 Welfare Reform Supportive Services

intended support service.

The case file, action plan, and OSMIS case notes will contain information that explains why the supportive service is necessary for participation in the E&T activities.

IV. FAE&T TLFA Job Retention Support Services
(Entered in OSMIS as “Job Retention Supportive Services.”)

Job retention support services will be used to assist the job seeker in maintaining employment and will only be provided when a job seeker is enrolled in the Job Retention activity. The annual maximum of \$960 is the combination of regular supportive services and job retention support services.

The following support services are allowable if they are required to maintain employment:

- Clothing (i.e., safety clothing, uniforms)
- Fees (i.e., union dues, test fees, licensing, and bonding fees).
- Personal Grooming Supplies/Services (i.e., personal hygiene products and services, including haircuts, to meet employer appearance standards).
- Transportation.
- Public bus pass.
- Gas cards for mileage reimbursement.
- Taxi (including Uber and Lyft Services). Taxi service should be temporary, and the rationale must be documented in the case file.
- Non maintenance vehicle repair (limited to \$350).
- Work tools, (i.e., equipment, tools, safety clothing, uniforms).

V. Disallowed Support Services

The following are **not allowed** to be paid with FAE&T funds and do not qualify for reimbursement:

- Automobile insurance
- Automobile ownership/operator taxes (tags, title, license)
- Automobile purchase
- Drug/alcohol counseling therapy
- Living stipend
- Mental health treatment
- Relocation expenses
- Student loans, fees, penalties, or fines
- Bad debt
- Food staples and groceries

Draft WMW 16-03c56 Welfare Reform Supportive Services

- Expenditures to support employment that was obtained prior to enrollment in FAE&T

VI. Transitional Support Services

Transitional supportive services (TSS) are to be provided as appropriate while the FIP case is open, including during the Application Eligibility Period, and through the first 180 days of the job seeker's employment.

- TSS payments are intended to be used by the job seeker to cover miscellaneous expenses not normally covered by regular supportive services.
- TSS payments may be provided to reward successful milestones (see description below).
- PATH job seekers are eligible to receive up to \$125 **in incentives** per month per participant during a 12-month period. ~~TSS payments may be provided in the form of a check~~
- TSS payments may be awarded at any time during the program from the date of orientation through PATH termination.
- Only one TSS payment per successful milestone is allowable.
- All TSS payments will be documented in the job seeker's file, on the Individual Service Strategy, in the support services screen in OSMIS, and case noted.

SUCCESSFUL MILESTONE	SUPPORTIVE DOCUMENTATION	AMOUNT
30 Days of Continuous Employment	Pay Stubs/Employment Verification	\$50.00
60 Days of Continuous Employment	Pay Stubs/Employment Verification	\$75.00
90 Days of Continuous Employment	Pay Stubs/Employment Verification	\$100.00
Completion of first 30 days of the Community Service Program (CSP)	Worksite Evaluation	\$75.00
Met Work Participation Rate (WPR) for 30, 60 and 90 Days	Participation Report (QG – 163)	\$25.00 (for 30-day WPR) \$50.00 (60-day WPR) \$100.00 (for 90-day WPR)
Pass General Educational Development (GED) Test	Test Results	\$50.00

Draft WMW 16-03c56 Welfare Reform Supportive Services

High School Completion	Diploma	\$50.00
Completion of Vocational Training	Certificate or Degree	\$125.00
WorkReady Certificate	Certificate	\$50.00
WorkReady Plus Certificate	Certificate	\$50.00
Completion of Job Readiness Curriculum in Tovuti	Documentation from LMS	\$50.00
*Completion of all 4 WMW! Standard Workshops	Case Notes of Attendance	\$25.00
Satisfactory Completion of Subsidized Employment/OJT	Check stubs	\$125.00
Completion of Career Portfolio	Career Portfolio	\$50.00

*Job Search Techniques, Introduction to Resumes, Career Exploration, and Introduction to Interviewing



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

FROM: Tasha Evans, Talent Solutions Director

DATE: June 13, 2022

RE: Draft WMW 20-01c2 Foster Support Incentive Stipend Policy

Background

The Foster SYEP awards limited funding each year to provide work readiness and work experience to eligible foster youth 14 and older. Eligibility is determined by the Department of Health and Human Services (DHHS) and also provides the funding for this program. A portion of the allocation is to provide supportive services.

Recent updates include increasing the allotment for the equipment and access as a support, along with an incentive for participant survey completion.

Action

WMW staff is requesting that the WDB approve Draft WMW 20-01c2 to reflect these changes.



Title:	WMW 20-01c ² Foster Summer Youth Employment Program (SYEP) Support Service, Incentive and Stipend Policy
Effective Date:	June 13, 2022
Approved by:	West Michigan Works! Workforce Development Board on June 13, 2022
Programs Affected:	Chafee-eligible Foster Summer Youth Employment Program; Department of Health and Human Service.
Supersedes:	None
References:	Department of Health and Human Services (DHHS), Children's Foster Care Manual, Youth in Transition Program; Workforce Innovation and Opportunity Act of 2014.
Background:	Support services under the SYEP program are allowed for youth participants enrolled into the Foster SYEP to assist with their ability to participate in the program and includes provisions to address participant and program delivery needs during COVID-19. Incentives under the SYEP program are also allowed within the DHHS support service allocation for recognition and achievement directly tied to activities, work experiences and/or program completion and must align with the goals of the program. August 5, 2020, State of Michigan LEO and DHHS agreed to allow virtual programming and stipends in lieu of onsite work experiences due to COVID-19 concerns.
Support Policy:	<p>DHHS determines eligibility for the Foster SYEP; therefore, a DHS-348 form must be present to allow support service and incentive provision. Allowable support services include those supports needed to attend orientations and/or workshops and successfully prepare for and participate in work experience activities. DHHS funded support services must comply with the allowances of the federal funding source.</p> <p>Supportive Service Procurement</p> <ul style="list-style-type: none"> ▪ Purchase and procurement of all supportive services must follow ACSET's Procurement Policy. ▪ Support services may be provided to Foster SYEP referred and enrolled youth, based on need.

WMW 20-01c2 Foster SYEP Support Service, Incentive and Stipend Policy

- The youth must be in compliance with program requirements (attendance, maintaining contact, etc.).
- Support services will align with the types and limits identified below.
- All support services provided will be entered into the support service screen and case noted in OSMIS. Supportive documentation will be maintained in the youth's file.
- Support service funding is limited and is not an entitlement. There must be a documented need for the support service provision.

Support Type	Support Definition	Limits
Public Transportation	Includes bus passes, taxi or other public transportation options, such as Uber, Lyft, etc.	\$25/week
Auto-Related Expenses	Includes mileage assistance to the youth (no greater than 0.30 cents/mile)	\$50/week
Other - Volunteer Driver Costs	Includes mileage paid to another driver to transport the youth at no greater than 0.30 cents/mile.	\$50/week
Other - Clothing	Includes necessary clothing or uniforms for the youth to participate at the worksite. May include appropriate clothing, personal safety items, work gloves, shoes, protective clothing, uniforms, etc.	\$75/enrollment
Other – Work-related Items	One-time work-related expenses. Items needed to participate at the worksite, when required by the worksite.	\$50/enrollment
Equipment and Access	Devices such as laptops, tablets or chrome books may be necessary for individuals to participate in online job readiness workshops, events, or trainings. Internet access such as prepaid data cards or Hotspots may also be provided to allow accessibility. Individuals may be provided such equipment and access when assigned to virtual activities or trainings and have a demonstrated need.	\$650/enrollment

Incentive Policy:

Incentives must comply with the requirements in the Office of Management and Budget (OMB) 2 CFR part 200. Federal funds cannot be spent on entertainment costs. Therefore, incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

- Incentive dollars may be earned by Foster SYEP enrolled youth upon completion of specific outcomes and/or goal attainment (see chart below).
- Enrolled youth must be in compliance with program requirements (maintaining required contact, attendance, etc.).
- Incentives will be presented in the form of prepaid gift cards that cannot be redeemed for cash.
- All incentive awards will be documented via the signed incentive receipt.
- All incentives will be case noted in OSMIS case notes.
- Supportive documentation, as indicated, will be maintained in the jobseeker file.

WMW 20-01c2 Foster SYEP Support Service, Incentive and Stipend Policy

Goal	Support Documentation	Amount
Successful Completion of a Work Experience Activity or Virtual Work Readiness Program	Fulfilling either the work experience requirement based on scheduled weeks through the end of the work assignment or maintaining attendance throughout a defined virtual program schedule. Documentation via OSMIS activity screen Work Experience/Work Readiness activities start, estimated and actual end date, and supported by payroll records of wages or stipend payment records.	\$150
Attendance and Completion of a two-week Work Readiness session – ONLY FOR THOSE IN ONSITE WORK EXPERIENCE	Consistent attendance, based on attendance logs, at work readiness pre-employment workshops/sessions and completion for those who elect to be placed at an onsite work experience rather than a virtual program option.	\$25
Completion of project-based assignments that relate to work readiness or youth program elements, such as leadership, financial literacy, entrepreneurship, LMI, etc.	Documentation of assignment completion. Assignments must correlate to work readiness or youth program elements necessary for program success and outcomes.	\$25
Participant Survey Completion	One-time payment for verification of completing the DHHS online Foster SYEP Participant Follow-Up Survey, prior to the youth's completion of participating in the Foster SYEP Program.	\$35

Stipend Procedure:

A stipend is a fixed payment made to a participant during their enrollment to encourage the youth to participate in certain activities (seat/participation time payments). The stipend is intended to encourage and motivate the youth to reach goals leading to successful completion and positive outcomes for the program. The stipend can be provided for activities such as classroom instruction, participation in other events or activities such as Talent Tours or project-based learning assignments and may be attended virtually or onsite.

- Stipends are earned weekly, based on attendance in education or training services, including job readiness and career exploration instruction or activities.
- Youth in attendance are paid a daily rate of \$40 for a potential weekly total of \$160.
- Payments will be issued to the youth in the form of a check.
- Youth will complete a W-9 and issued a 1099 if they meet or exceed the allowable tax threshold of \$600 (incentives are not included in the \$600 total).
- Youth are not paid for days they are absent.
- If a youth is tardy, leaves early or engages in prohibited online conduct, the stipend payment may be reduced accordingly, with approval of the Career Coach.
- All stipend payments will be documented based on attendance records and case noted in OSMIS.

MEMO

To: West Michigan Works! Workforce Development Board
From: Janie McNabb, One-Stop Operator
Date: June 13, 2022

Re: Update of West Michigan Works! Strategic Plan

Background and Process

The Executive Leadership and Strategic Engagement Committee has reviewed the current West Michigan Works! Strategic Plan and provided input through conversation at various meetings. The focus of this review has been to look at the continued relevance of the 12 strategies, considering environmental changes from the COVID pandemic.

The process for this review occurred as follows:

- January 10, 2022 / Executive Leadership and Strategic Engagement Committee: Reviewed the 12 strategies and determined all are still relevant. However, there was concern about how the strategies were implemented and more information was needed.
- February 14, 2022 / Workforce Development Board: Reviewed the 12 strategies. The board had an opportunity to provide comment and raise questions; some discussion occurred relating to the wording of some Customer-Focused Strategies. General consensus indicated that the strategies are still relevant and there were no major items missing.
- March 14, 2022 / Executive Leadership & Strategic Engagement Committee: OSO gave a comprehensive presentation on how the organization has implemented the 12 strategies during the last two years, indicating ways in which the staff have pivoted based on customer needs. Feedback and guidance was provided by committee members.
- May 9, 2022 / Executive Leadership & Strategic Engagement Committee: OSO presented recommended adjustments to the Strategic Plan, reflecting updates that best describe the desired direction of the agency. The group also discussed an ongoing process for reviewing the strategic plan and achieving appropriate levels of accountability for each strategy.

Recommendation

Based on the board engagement process described above, along with input from agency leadership, I recommend revising the wording of three of the 12 strategies. These are minor adjustments, but provide a slightly new direction for each.

Customer-Focused Strategies:

1. *Existing Strategy:* Engage opportunity youth with experiences that build occupational awareness and prepare them for career pathways within the local economy.
Change to: Engage local talent, especially area youth, by providing work-based experiences that build occupational awareness and career pathways in the local economy.

2. *Existing Strategy:* Connect with overlooked talent pools through partnership networks and strategic outreach efforts.

Change to: **Increase connections with diverse talent through expanded partnerships and outreach efforts.**

System-Focused Strategies:

6. *Existing Strategy:* Maintain career pathways mapping for the region's key industries and serve as the primary resource for pathways information across the region.

Change to: **Facilitate career pathways for the region's key industries in partnership with industry councils and postsecondary institutions.**

See the attached Strategic Plan document to view these recommended changes within the full scope of the plan.

Impact on Operations

The updates described above will provide new guidance for agency leadership when making decisions and directing resources.

- The first two strategies are broadened with the new language. The agency needs to cast a wider net and use not only existing partnerships but create new ones in order to gain more access to the talent pool.
- The third strategy is also broadened. As the industry councils are updating their own strategies after covid, West Michigan Works! needs to facilitate and support their efforts. This means taking direction from employers who are leading the councils.

Recommended Review Process

To ensure that the strategic plan is consistently updated and aligned with the desired direction of the board, the executive committee identified a potential process for reviewing the plan, as follows:

- The One-Stop Operator will support the executive committee in defining success for each strategy, and aligning measurement with services dashboard that is presented to the board quarterly;
- The executive committee will review the dashboard and strategic plan three times annually, following the release of the quarterly dashboard at times when the executive committee meets.



VISION
MISSION

VALUES

CORE
COMPETENCIES

Strategic Plan - Update 2020

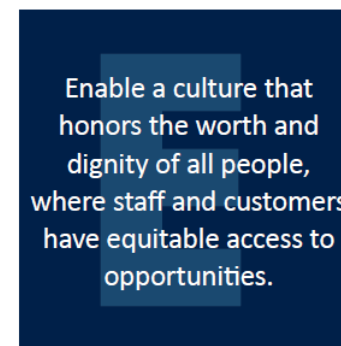
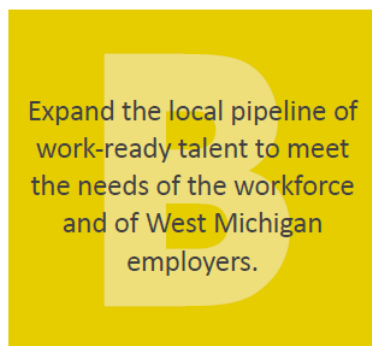
West Michigan Works! is an employer-recognized model of high-quality service that convenes an aligned network of partners, cultivates a skilled workforce, and meets the needs of employers.

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.



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

GOALS



CUSTOMER-FOCUSED STRATEGIES

1. Engage opportunity youth with experiences that build occupational awareness and prepare them for career pathways within the local economy. Engage local talent, especially area youth, by providing work-based experiences that build occupational awareness and career pathways in the local economy.	●	●		●	●
2. Connect with overlooked talent pools through partnership networks and strategic outreach efforts. Increase connections with diverse talent through expanded partnerships and 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

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. Facilitate career pathways for the region's key industries in partnership with industry councils and postsecondary institutions.	●		●		
7. Enhance the positive reputation of West Michigan Works! through brand association with workforce resources and opportunities.	●		●		●

CAPACITY-BUILDING STRATEGIES

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

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.	●			●	●



ACT NOW. BE HEARD.

Wagner-Peyser Act Staffing Proposed Rule

Thank you for your support in protecting one of the longest-serving, most effective workforce networks in United States history, Michigan Works!.

A [newly proposed Wagner-Peyser Act Staffing rule](#) from the U.S. Employment and Training Administration would have a devastating impact on the structure and delivery of workforce services in Michigan, leaving job seekers and employers with a disjointed, less efficient structure and fewer staff to serve them.

If implemented, the new rule would have a catastrophic effect on Michigan Works! services and workers.

The Michigan Works! network strongly opposes the [proposed Wagner-Peyser Act Staffing rule](#), which would dismantle one of the nation's strongest workforce systems and leave Michigan job seekers and businesses with fewer services. We must maintain the Michigan Works! network's demonstration status, allowing it to continue successful Employment Service delivery and support to Michigan's job seekers and employers without disruption.

YOU CAN HELP IN TWO WAYS:

- 1. Submit your information to sign our sign-on statement.**
- 2. Submit a public comment to the proposed rule.**

HOW YOU CAN HELP: FIVE MINUTES OR LESS! Item #9

TELL ELECTED OFFICIALS WE NEED SUPPORT

Enter your information into [our signature collector](#) to add your name to our [Statement of Support to elected officials](#) and federal and state workforce decision-makers.

HOW YOU CAN HELP: FIFTEEN MINUTES (BIG IMPACT!)

SUBMIT YOUR PUBLIC COMMENT

STEP 1:

Draft your comment. While individual statements are more powerful, we understand time is limited. **For example statements [click here](#), or reach out to the Michigan Works! Association.**

Begin your comment by introducing yourself with your name, title, organization and connection to the workforce system.

STEP 2:

Visit the [Federal Register website](#) to submit your comment:
<http://www.regulations.gov/commenton/ETA-2022-0003-0001>

- Include **Re: Docket No. ETA-2022-0003, RIN: 1205-AC02, Document Number: 2022-07628** as the header/first line of your comment.
- Paste your comment below the header/first line of the comment box.
- You may also upload your comments by adding an attachment.

STEP 3:

Include your email address.

STEP 4:

Select the 'Opt to receive email confirmation of submission and tracking number' option. ***This step is to ensure confirmation that the comment was successfully submitted.***

STEP 5:

Select either 'individual' or 'organization' under the 'tell us about yourself' section. ***Comments submitted on behalf of real people with contact information carry more power than anonymous comments.***

STEP 6:

Check the box 'I read and understand the statement above.'

STEP 7:

Preview your submission by selecting 'Preview' OR submit your comment via the 'Submit' button.

AFTER STEP 7: YOU'RE DONE!

Thank you for taking the time to let your voice be heard on this important issue.

WHAT'S NEXT?

Federal agencies are legally required to respond to every unique, fact-based comment. These responses are published, along with the final rule or action, in the Federal Register. We'll keep you posted on the outcome.

Questions?

Contact: Ryan Hundt | CEO, Michigan Works! Association | HundtR@michiganworks.org



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: Mark Bergsma, WMW Chairperson

FROM: West Michigan Works! Staff

DATE: June 13, 2022

RE: Designation of the Career Educational Advisory Council (CEAC) Chairperson

As Chairperson of the WMW WDB, I have appointed Tonia Castillo, Director of Adult Training and Career Services at Ottawa Area Intermediate School District (OAISD) to serve as the new CEAC Chairperson.

With this appointment, Tonia will also become a member of the Executive Committee.

Please join me in congratulating Tonia in her new role.



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



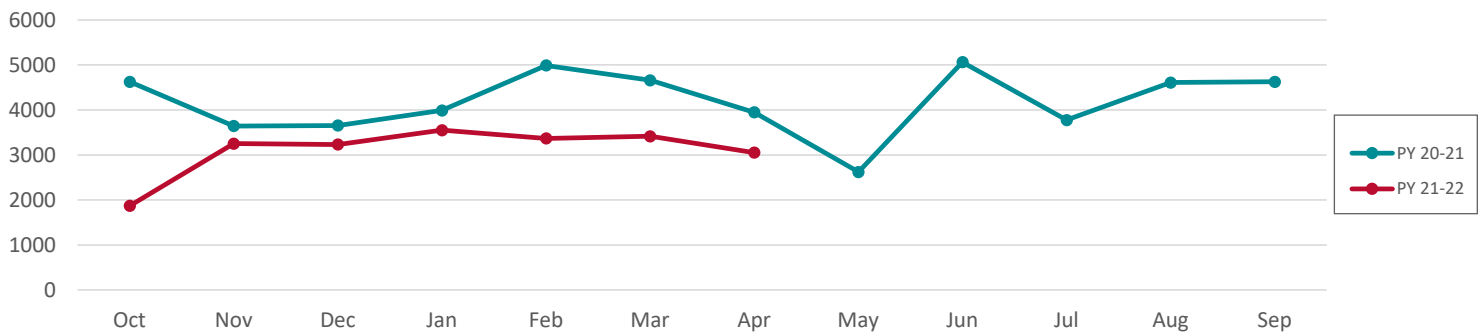
Pipeline Development



Diversity and Inclusion

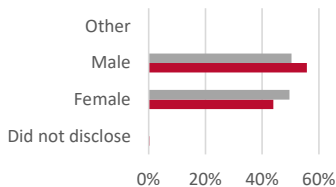
Service Center Traffic & Call Volume* (PY comparison by month)

*call volume not included in PY 21-22 numbers

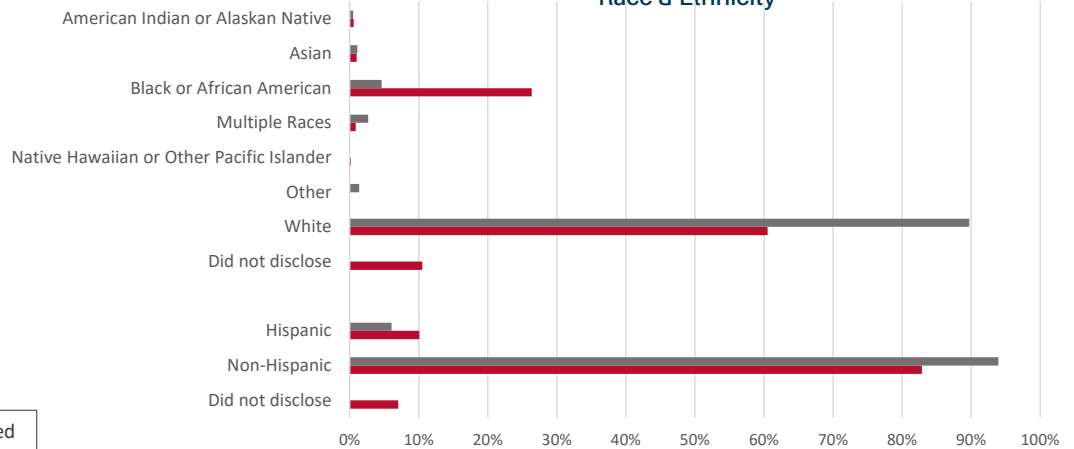


Diversity of Job Seekers Served

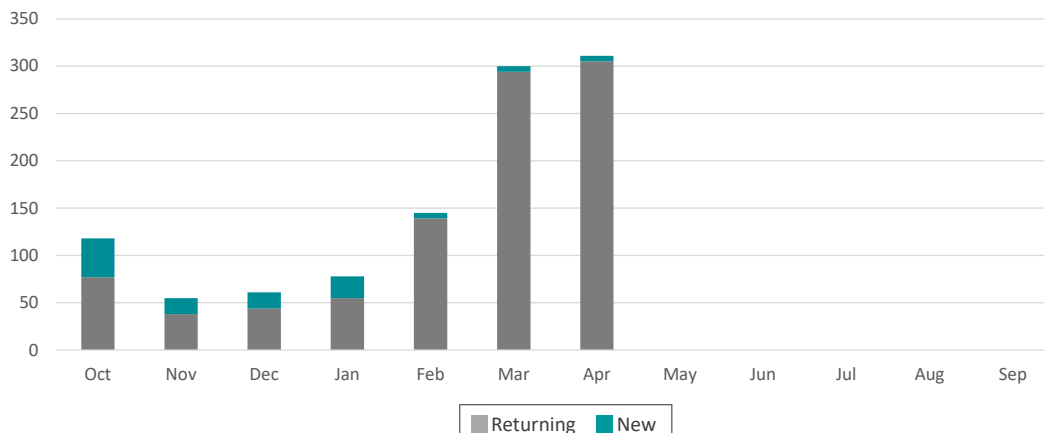
Gender



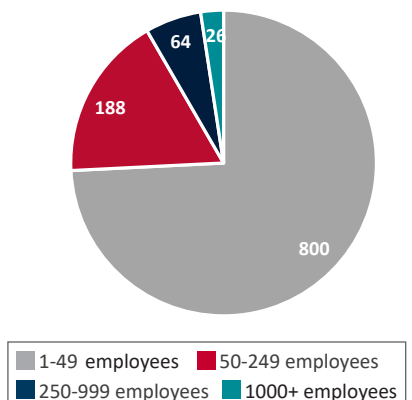
Race & Ethnicity



Employers Served (unique count)



Diversity of Employers Served (by size)



Jobs Filled by Industry

Item #11

	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					
TOTAL	584	538	590	273	1058	1330	310					

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
TOTAL	240	361	13	153

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
TOTAL	3558	2592	217

Numbers as of March 15, 2022

Hiring Events

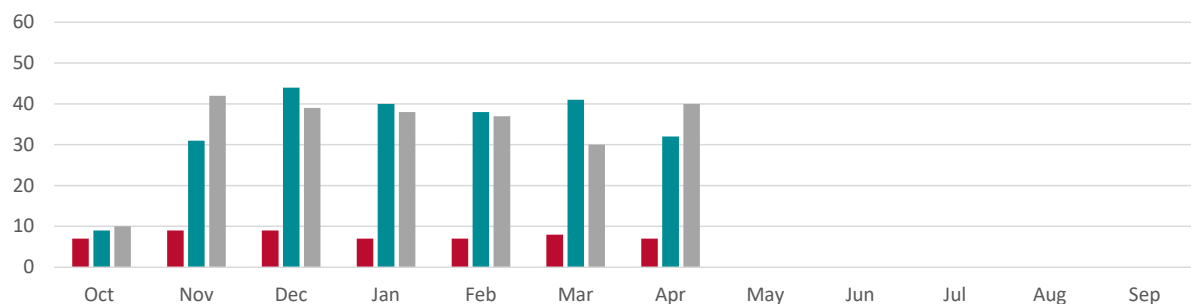
	Events	Participating Employers	Job Seekers
Q1	4	78	38
Q2	4	99	50
Q3			
Q4			
TOTAL	8	177	88

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.

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

FROM: West Michigan Works! Staff

DATE: June 13, 2022

RE: Solutions Driven Updates

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 meet 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 will close 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 will be hosting a free informational event in Grand Rapids on Wednesday, June 12 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.