1. Call to Order and Attendance
2. Public Comment – Agenda Items
3. Approval of the January 9, 2023 Minutes  
   Action Required
4. Report on Financial Activities  
   Information Item
   Bob Perkins, Chief Financial Officer
   a. ACSET Financial Report- Notes to January 2023 Board Financials
   b. FYE 2023 Budget – First Modification
5. WDB Member Nomination  
   Action Required
   Jacob Maas, Chief Executive Officer
6. WDB Meeting Agenda: April 10, 2023  
   Discussion Item
   Janette Monroe, Executive Assistant
7. WDB Committee/Council Updates  
   Information Item
   a. Career Educational Advisory Council (CEAC): Tonia Castillo, Committee Chairperson
   b. Legislative Committee: Jim Fisher, Committee Chairperson
   i. Michigan Works! Association (MWA) Legislative Day: March 15
   c. Solutions Driven Committee: Jordan Clark, Committee Chairperson
8. Other Business  
   Information Item
   b. National Skills Coalition Summit: May 1-3
   c. National Association of Workforce Development Professionals (NAWDP): May 8-10
9. Public Comment
10. Adjournment

Next Scheduled Executive Leadership and Strategic Engagement Committee Meeting:  
    May 8, 2023  
    Location: Westside Service Center
Executive Leadership and Strategic Engagement Committee (EC)
of the West Michigan Works! (WMW) Workforce Development Board (WDB)
The public may attend in-person or by remote participation via Teams
Click here to join the meeting
Meeting ID: 228 726 484 252 Passcode: EYBNAD
Download Teams | Join on the web
Or call in (audio only) +1 616-803-9815,,315937382# United States, Grand Rapids
Phone Conference ID: 315 937 382# Find a local number
Monday, January 9, 2023 • 11:30 a.m. – 1:00 p.m.

MINUTES

Members/Alternates Present: Mark Bergsma (Chairperson), Heather Daniel (Vice-Chairperson), Tonia Castillo, Jordan Clark, Jay Dunwell, Jon Hofman, Shana Lewis (virtual), Scott McLean

Members/Alternates Absent: John Buchan, Jim Fisher

Staff Present: Jacob Maas, Angie Barksdale, Bob Perkins, Janette Monroe, Amy Lebednick, Tasha Evans, Chad Patton, Malinda Powers, Melanie White, Tawanna Wright

Guests Present:
1. Call to Order, Chairperson Mark Bergsma at 11:30 a.m.
2. Public Comment – Agenda Items – None.
3. Approval of the September 19, 2022 Minutes Action Required
   Motion – Jay Dunwell
   Second – Jordan Clark
   Item Approved – Motion approved
4. WDB Member Roster Discussion Item
   Jacob Maas, Chief Executive Officer, reported that staff are looking to fill a few additional seats on the WDB, including two (2) private sector seats that staff would like to see filled by Spring 2023. Jacob also reported that staff were recently notified that Randy Boss stepped down from his seat on the board, and that staff anticipate receiving an application from the new incoming president at Grand Rapids Community College (GRCC) to fill the higher education.

5. National Association of Workforce Boards (NAWB) 2023 Forum: (March 25-28) Information Item
   Jacob Maas stated that the NAWB Forum is scheduled to take place in-person March 25-28, 2023 in Washington, D.C.. Staff submitted a few presentation proposals and were notified that one of them was selected. EC members were asked to notify staff as soon as possible if they are interested, willing, and able to attend the forum.

6. Wagner-Peyser (WP) Proposed Rule Discussion Item
   Jacob Maas reported that on January 5, 2023, staff were notified that the WP proposed rule decision will be issued in June 2023. Jacob shared a document received from the Office of Information and Regulatory Affairs Office with EC members. The document can be found here. Discussion took place and staff answered board members’ questions.
7. **WDB Meeting Agenda: February 13, 2023**

   Janette Monroe, Executive Assistant, requested agenda suggestions from the Committee for the upcoming WDB meeting. Discussion took place. Staff will provide an update on the upcoming MiCareerQuest event and begin sharing jobseeker success stories with the board.

8. **WMW WDB Subcommittees Updates**

   a. **Career Educational Advisory Council (CEAC)**

      Tonia Castillo, WDB Member and Council Chairperson, reported that CEAC met in September 2022. Tonia reported the CEAC discussed updates on grants, career exploration, adult education, council member activities and initiatives, and metric updates. The next CEAC meeting is scheduled for Friday, January 27, 2023.

   b. **Legislative Committee:**

      Janette Monroe, Executive Assistant, reported that the committee met in November and the next meeting is scheduled for January 17, 2023. Staff are working with the Michigan Works! Association (MWA) to schedule in-district visits as well as the MWA Legislative Day, which will include legislator visits in Lansing, Michigan on March 15, 2023. Jacob reported that approximately 20 legislators are new. Some discussion took place about term limits and workforce funding and staff answered board members’ questions.

   c. **Solutions Driven Committee:**

      Jordan Clark, WDB Member and Committee Chairperson, reported that the committee is working on a 2023 meeting schedule for March, May, and September to better align with the WDB meetings. The Committee will continue to discuss initiatives and strategies outlined in the strategic plan.

9. **Other Business**

   a. **Essential Service Awards:** Mark Bergsma reported that nominations are open and due January 16, 2023. Mark encouraged members to keep promoting the award.

   b. **Angie Barksdale, Chief Operating Officer,** reported that West Michigan Works! submitted 453 applications for Cycle 1 of Going Pro Talent Fund (GPTF), with a total request of $29.1 million. The State is in the review process. This is the first of two cycles that will be awarded for FY 2023.

10. **Public Comment- None.**

11. **Adjournment at 12:39 p.m. by Chairperson Mark Bergsma.**

---

Recorded by: _______________________________ Received by: _______________________________
MEMORANDUM

TO: Executive Leadership and Strategic Engagement Committee (Executive Committee or EC)

FROM: Bob Perkins, Chief Financial Officer

DATE: March 13, 2023

RE: January 2023 Board Financials

Revenue

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

Expenditures

Operating expenses are under the proposed budget by 1.87%.

- Consumables are $74K less than the prior year. The difference is due to having $48K in Consumables last year in the DeVos – Talent Career Coaching Fund and zero dollars in the current year since the fund was not renewed. Last year $17K more was spent on consumables in the One Workforce fund. The remaining difference is due to timing.

- Outside Services are down by $361K. The following funds were fully spent last year and were not renewed for the current year: Kellogg – Hiring Model incurred $122K in outside costs, DeVos – Talent Career Coaching had $66K, and DeVos – Hire Reach had $50K. The Employment Services had a net reduction of $81K. The remainder is due to timing differences.

- Equipment purchases are down by $160K from the prior year due to timing differences in computer purchases.

- Other expenses are up by $104K when compared to last year. The increase is due mainly to increases in spending in the Path Funds and WIOA Funds.

- Subcontractor expenses are down by $135K compared to the prior year. Future of Work ended in the prior with $81K of subcontractor’s expenses. The remainder is timing differences.

- Training expenses increased by $747K over the previous year. This is due to the increase in trainings of $491K related to the Going Pro Talent Fund (GPTF), increase of $316K in Michigan Learning & Education Advancement Program less $116K from the DW Neg Recovery Project (this program wasn’t renewed in the current year). The remaining difference is due to timing.
• Direct Client Expenses are greater than last year by $783K due to another year of funding of the BRES Fund money with an increase of $144K which was not included in the budget, a new funding source of The State Apprenticeship Expansion – MEWDC with $147K for the current year and increases in spending on supports from the Path Funds of $512K. There was a reduction of $126K from Community Ventures that was not renewed in the current year. The difference is due to timing.
## Statement of Revenue & Expenses

For the Seven Months Ending January 31, 2023

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

Unaudited
MEMORANDUM

TO: Executive Leadership and Strategic Engagement Committee
(Executive Committee or EC)

FROM: Bob Perkins, Chief Financial Officer

DATE: March 13, 2023

RE: FYE 2023 Budget – First Modification

The budget modification for the fiscal year ending June 30, 2023 was presented for and approved on February 27, 2023 by the ACSET/West Michigan Works! Governing Board.

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

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

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

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

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

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

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

**General Fund**

**Michigan Works! Budgetary Mod 1 Request**

**For the Fiscal Year Ending June 30, 2023**

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 2022 - 2023</th>
<th>Fiscal Year 2022 - 2023</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Original Budget</td>
<td>Proposed Mod 1</td>
<td></td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Income</td>
<td>$33,713,000</td>
<td>$40,713,000</td>
<td>$7,000,000</td>
</tr>
<tr>
<td>Program income</td>
<td>$20,000</td>
<td>$20,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$33,733,000</td>
<td>$40,733,000</td>
<td>$7,000,000</td>
</tr>
</tbody>
</table>

| **EXPENDITURES**        |              |              |                        |
|                        |              |              |                        |
| Operating costs:        |              |              |                        |
| Wages                  | $11,300,000 | $11,400,000 | $100,000               |
| Fringe                 | $4,087,000  | $4,037,000  | (50,000)               |
| Consumables            | $860,000     | $1,000,000  | 140,000                |
| Transportation         | $103,000     | $185,000    | 82,000                 |
| Outside Services       | $901,000     | $901,000    | -                      |
| Space & Communications  | $1,767,000   | $1,767,000  | -                      |
| Equipment Rent & Maintenance | $55,000 | $55,000    | -                      |
| Equipment Purchases    | $300,000     | $300,000    | -                      |
| Other Expenses         | $456,000     | $556,000    | 100,000                |
| Total Operating Costs  | $19,829,000 | $20,201,000 | 372,000                |

| Subcontracted program costs | $895,000 | $895,000 | -                      |
| Training costs            | $12,036,000 | $17,287,000 | $5,251,000             |
| Direct client expenditures | $973,000  | $2,350,000 | $1,377,000             |
| **Total Expenses**        | $33,733,000 | $40,733,000 | $7,000,000             |

| Net Change in Fund Balance | $ - | $ - | $ - |
MEMORANDUM

TO: Executive Leadership and Strategic Engagement Committee  
(Executive Committee or EC)  

FROM: Jacob Maas, Chief Executive Officer  

DATE: March 13, 2023  

RE: WMW WDB Member Nomination  

Background  
Since June 2022, the WDB has been awaiting selection of the new president by Grand Rapids Community College (GRCC). Dr. Charles Lepper has since been selected for the role. Staff are happy to announce they have received a board member application from Dr. Lepper to fill the vacant higher education seat on the WDB.  

Action  
Staff are seeking approval of nomination from the Executive Committee to support Dr. Lepper to fill the higher education seat on the WDB with terms of office through October 31, 2023. A request for formal appointment from the ACSET Governing Board will take place on April 24, 2023.
Surveys among business leaders in Michigan show long-term concerns about hiring and training, with 81 percent of businesses citing a lack of applicants with necessary skills development as a top challenge to business growth. Michigan's labor force participation rate remains at 59.9%, lower than the national average of 62.4%. Additional investments in workforce development can address these challenges, instilling confidence for Michigan business growth or relocation, while ensuring equitable access to resources and increased wages for workers.

**Michigan Skills Fund**

**Action:** The Michigan Works! Association advocates for **$100 million** over three years for the Michigan Skills Fund to support short-term training opportunities and credentials for high-demand occupations.

**Overview:** The Michigan Skills Fund covers the cost of training for individuals to earn industry-recognized credentials/certificates in high-demand fields. The inclusion of this program will allow businesses, education providers, and Michigan Works! agencies to partner to provide short-term training and upskilling opportunities to over 20,000 Michiganders in high-demand occupations, while focusing on immediate labor market needs not currently addressed by existing programs.

**Outcome:** Increased Wages, Labor Force Participation, Equitable Access to Resources, Skills Development

**Youth Work Experience**

**Action:** The Michigan Works! Association advocates for **$80 million** over three years to support year-round youth work experience initiatives.

**Overview:** This would cover the cost of wages for youth participating in a work experience program. Michigan's young workers remain largely disengaged from the workforce, particularly when compared to historical pre-pandemic trends. Increased investment in youth work experience would provide year-round, high-quality employment opportunities to students, exposing them to new career pathways in high-demand fields, increasing the likelihood that these individuals will have sustainable employment in adulthood.

**Outcome:** Labor Force Participation, Skills Development

**Michigan Works! Infrastructure Funding**

**Action:** The Michigan Works! Association advocates for **$30 million** in one-time investment for digital and physical infrastructure improvements across the Michigan Works! network.

**Overview:** Using one-time dollars for enhancing physical and digital infrastructure improvements across the Michigan Works! network will help the state better prepare for tomorrow’s challenges. Investing in infrastructure enhancements will maximize the ability of Michigan Works! Agencies to serve customers more effectively, extending the reach of workforce services to a broader range of businesses and job seekers, especially in lower-income areas.

**Outcome:** Equitable Access to Resources, Labor Force Participation
**Going PRO Talent Fund**

**Action:** The Michigan Works! Association advocates to increase funding to **$100 million** per year to meet the growing demand for this program.

**Overview:** The Going PRO Talent Fund provides grants to employers to assist with training, developing and retaining current and newly hired employees. Since 2014, more than 6,000 businesses have received grants and 170,000 workers have been trained, resulting in an average nine percent increase in post-training wages. Each year, demand for the program outpaces available funding. During the first funding cycle in FY23, more than $77M in training grants were requested by businesses across the state, 40% higher than available funding. The lack of available funds results in a loss of potential training, hiring, and increased earning opportunities for Michigan workers.

**Outcome:** Increased Wages, Labor Force Participation, Equitable Access to Resources, Skills Development

**Barrier Removal Employment Supports (BRES) Program**

**Action:** The Michigan Works! Association advocates for sustainable, long-term funding to maintain the existing BRES policy to remove barriers and promote workforce equity.

**Overview:** For the past few years, the Michigan Works! system has administered Barrier Removal Employment Supports (BRES) program funding to provide real-time wraparound services to job seekers who may face complex barriers to sustainable employment. Through this flexible program, Michigan Works! Agencies have provided connections to reliable transportation, housing, child care, food access, and books and training materials for Michigan Reconnect students, immigrants and refugees, low-income earners, and justice-involved individuals. Maintaining the existing BRES policy will ensure barrier removal resources are maintained for a wide range of job seekers who require customized assistance.

**Outcome:** Increased Wages, Labor Force Participation, Equitable Access to Resources, Skills Development

**Youth Career Awareness & Exploration**

**Action:** The Michigan Works! Association advocates for dedicated funding to support regional youth career exploration events.

**Overview:** Career exploration is an important tool in helping students achieve educational and career success, while helping businesses begin to develop a long-term talent pipeline. Michigan Works! Agencies have worked closely with local business and K-12 leaders to support career exploration events such as MiCareerQuest and other hands-on activities with significant involvement from local employers in high-demand occupations and industries. Dedicated funding to support these efforts will help cover the overall cost of hosting events and partnering with organizations to support robust career awareness activities.

**Outcomes:** Equitable Access to Resources, Skills Development

**Michigan Reconnect**

**Action:** The Michigan Works! Association supports efforts to reduce the eligibility age to 21 for all Michigan Reconnect participants, while maintaining active involvement in assisting applicants with other workforce services, including barrier removal, career coaching, and short-term skills scholarships.

**Overview:** Michigan Reconnect is a tuition-free community college scholarship program for individuals over 25. Since the launch of Michigan Reconnect in 2021, more than 114,000 eligible individuals have applied to seek an associate degree or industry-recognized credential. Lowering the age to 21 will continue to expand economic and educational opportunities to a sizable portion of Michigan residents, particularly underrepresented populations who may face systemic barriers to education and career pathways. Additionally, the Michigan Works! Association reiterates the importance of Section 5 of PA 251 (2022), ensuring that applicants are connected to their local Michigan Works! agency for additional supportive services, career guidance, and coaching.

**Outcome:** Increased Wages, Labor Force Participation, Equitable Access to Resources, Skills Development