



**Governing Board Meeting**  
**Westside Service Center**  
**215 Straight Ave. N.W. Grand Rapids, MI 49504**  
The public may attend in-person or by remote participation via Teams.  
[Click here to join the meeting](#)  
Meeting ID: 252 178 135 861 Passcode: uaFSBg  
[Download Teams](#) | [Join on the web](#) Or call in (audio only)  
[+1 616-803-9815,,74002816#](#) United States, Grand Rapids  
Phone Conference ID: 740 028 16#  
**Monday, June 26, 2023 • 8:30 a.m. – 10:00 a.m.**

### **AGENDA**

1. Call to Order and Introductions
2. Public Comment – Agenda Items
3. Approval of the April 24, 2023 Minutes **Action Required**
4. Report on Financial Activities  
*Bob Perkins, Chief Financial Officer*
  - a. ACSET Financial Report - Notes to May 2023 Board Financials **Information Item**
  - b. Proposed FYE 2023 Budget Modification (*roll call: 75% affirmative vote of members present*) **Action Required**
5. West Michigan Works! (WMW) Workforce Development Board (WDB) Terms of Office **Information Item**  
*Jacob Maas, Chief Executive Officer*
6. Contract Extensions: Goodwill Industries of Greater Grand Rapids and Steepletown  
Neighborhood Services, Workforce Innovation and Opportunity Act (WIOA) Youth **Information Item**  
*Angie Barksdale, Chief Operating Officer*
7. West Michigan Works! (WMW) Workforce Development Board (WDB)  
Service Summary Dashboard and Solutions Driven Updates **Information Item**  
*Angie Barksdale, Chief Operating Officer*
8. Report on Administrative Activities  
*Laura Krist, Human Resource Director*
  - a. ACSET Personnel Actions Report **Information Item**
  - b. ACSET Operations Staffing **Information Item**
  - c. Update to Staffing Chart **Action Required**
9. Wagner Peyser (WP) Proposed Rule **Information Item**  
*Jacob Maas, Chief Executive Officer*
10. Other Business **Information Item**
11. Public Comment
12. Adjournment

**Next Scheduled Governing Board Meeting: Monday, August 28, 2023**



**Governing Board Meeting  
Westside Service Center**

**215 Straight Ave. N.W. Grand Rapids, MI 49504**

**The public may attend in-person or by remote participation via Teams.**

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

**Meeting ID: 281 191 347 780 Passcode: GJH5RJ**

**Or call in (audio only) [+1 616-803-9815,,383180535#](#) United States, Grand Rapids**

**Phone Conference ID: 383 180 535#**

**Monday, April 24, 2023 • 8:30 a.m. – 10:00 a.m.**

**MINUTES**

**Governing Board Members Present:** Commissioners Storey (Chairperson), Hatfield (Vice-Chairperson), De Young, Tiejema, Baker, Kallman, LaGrand, Baker, Paige, Cyr, Ysasi, Perdue

**Governing Board Members Absent:** Commissioners Curran, Moss

**Staff Present (physically or virtually):** Jacob Maas, Angie Barksdale, Bob Perkins, Laura Krist, Janette Monroe, Amy Lebednick, Malinda Powers, Melanie White, Tawanna Wright

**Guests Present:**

1. Call to Order by Chairperson Storey at 8:30a.m. Commissioner Storey requested introductions of members, staff and guests attending the meeting.
2. Public Comment- None.
3. Approval of the February 27, 2023 Minutes

**Action Required**

**Motion – Com. LaGrand**

**Second – Com. Ysasi**

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

4. Report on Financial Activities
  - a. ACSET Financial Report - Notes to March 2023 Board Financials **Information Item**  
Bob Perkins, Chief Financial Officer, reviewed ACSET's statement of revenue and expenditures for the nine months ending March 31, 2023.
  - b. Proposed FYE 2024 Budget **(roll call: 75% affirmative vote of members present) Action Required**  
Bob Perkins presented the proposed budget for fiscal year ending June 30, 2024 for board consideration. Bob explained that the proposed budget reflects flat funding in various programs, decreases in grant award amounts due to unknowns, and increases as a result of additional funding. Bob reported that a budget modification will later be presented to the board for approval once final funding allocations are received. Discussion took place and staff answered board members' questions. Bob requested the ACSET Governing Board's approval of the modified budget.  
  
Bob stated that a correction is needed to the "Expenditures" section of the memo provided in the board packet. The correction should state: "An additional **\$494K** is requested for Wages" rather than "An additional **\$100K** is requested for Wages."

**Motion – Com. Tiejema**

**Second – Com. LaGrand**

**Item Approved by Vote –Roll call vote taken. All 11 members present voted affirmatively.**

**Motion carried.**

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

Member Appointment

**Action Required**

Jacob Maas, Chief Executive Officer, reviewed that since June 2022, the WDB has been awaiting selection of the Grand Rapids Community College (GRCC) president. Dr. Charles Lepper has since been selected for the role and applied to fill the vacant higher education seat on the WDB. Jacob reported that on March 13, 2023, the Executive Leadership Committee supported the nomination of Dr. Lepper to fill the higher education seat on the WDB with a term of office ending October 31, 2023. Jacob requested approval from the board to appoint Dr. Lepper to serve on the WDB.

**Motion – Com. LaGrand**

**Second – Com. Ysasi**

**Item Approved by Vote –Roll call vote taken. All 11 members present voted affirmatively.**

**Motion carried.**

6. West Michigan Works! (WMW) Workforce Development Board (WDB) Service Summary Dashboard and Solutions Driven Updates

**Information Item**

*Angie Barksdale, Chief Operating Officer*

a. Service Summary Dashboard:

Angie Barksdale, Chief Operating Officer, reviewed the Service Summary for October 1, 2022 through February 28, 2023 with board members. Angie reviewed the Management Observations and Highlights and Service Summary Dashboard which includes information on: Service Center Traffic, Employers Served, Jobs Filled By Industry, Going Pro Talent Fund (GPTF), Hiring Events, Retention Solutions and WorkReady Certificates Earned. Angie answered board members' questions.

b. Solutions Driven Updates:

The summaries of each initiative highlighted in the solutions driven updates will also include a notation identifying its alignment with strategic plan goals. These "alignment indicators" are ***Diversity and Inclusion, Enhanced Relationships, and Pipeline Development***

**Grants Updates**

i. Health Resources & Services Administration (HRSA):

Angie reviewed that the Department of Health and Human Services (DHHS) was awarded a \$2.9 million dollar Health Resources & Services Administration (HRSA) grant to Grand Rapids Community College (GRCC). West Michigan Works! (WMW) has partnered with GRCC, Corewell Health, Cherry Health, and Trinity Health Systems to implement the grant. This three-year grant will expand the public health workforce in West Michigan through classroom training and apprenticeship opportunities. The focus is on 150 participants, with approximately 60% of grant dollars going directly toward students. ***Enhanced Relationships, Pipeline Development***

ii. Michigan Career Opportunity Academies for Community Health (MiCOACH):

Angie reviewed that the Department of Health and Human Services (DHHS) awarded a \$3 million dollar Health Resources & Services Administration (HRSA) grant to the State of Michigan, Labor and Economic Opportunity (LEO). LEO has partnered with multiple Michigan Works! agencies and intermediate school districts (ISDs) to increase the number

of Community Health Workers (CHWs) and Health Support in the ISDs. Locally, WMW will work with Muskegon Area Intermediate School District (MAISD) and the Muskegon Heights Public School system. This three-year grant will aim to improve the dissemination of health information, connection to mental health resources, and help create safer, healthier school environments and communities. Throughout the course of this grant, WMW will partner to serve 24 recently or soon to graduate Muskegon Heights youth.

***Enhanced Relationships, Pipeline Development***

- iii. The Michigan Citizen Reentry Initiative (MiCRI):  
Information is provided in packet. ***Enhanced Relationships, Diversity and Inclusion***
  - iv. Michigan Incarcerated Veterans' In-Reach Program (MIVIP):  
Information is provided in packet. ***Diversity and Inclusion, Pipeline Development***
  - v. MDARD Specialty Crop Grant:  
Information is provided in packet. ***Enhanced Relationships, Pipeline Development***
  - vi. Going PRO Talent Fund (FY23):  
Angie reported that the Michigan Department of Labor and Economic Opportunity (LEO) announced the award of \$47 million in statewide funding for the Going PRO Talent Fund (GPTF) for fiscal year 2023, Cycle 1. West Michigan employers fared very well, with 193 receiving an award totaling \$17,463,904.00 (\$18.6M with admin). A full list of grant recipients for Cycle 1, per MWA, is available online at [Michigan.gov/TalentFund](https://Michigan.gov/TalentFund).  
***Enhanced Relationships, Pipeline Development***
- Industry Lead Collaborative applications opened March 22 and will remain open for an undisclosed period of time. The online individual employer application for Cycle 2 is scheduled to be open from May 1-24. Cycle 2 awarded training may occur from July 17, 2023 - July 16, 2024 and awards announcements are anticipated in June.
- Enhanced Relationships, Pipeline Development***
- vii. Talent Pathways Program:  
Information is provided in the board packet. ***Pipeline Development, Diversity and Inclusion***
  - viii. Grand Rapids Community College's One Workforce Grant:  
Angie reported that 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. We are currently in year 3 of this grant. ***Enhanced Relationships, Pipeline Development***
  - ix. Michigan Learning and Education Advancement Program (MiLEAP):  
Information is provided in board packet. ***Enhanced Relationships, Pipeline Development***
  - x. Michigan Rural Enhanced Access to Careers in Healthcare (MiREACH):  
Angie reported that WMW has partnered with the Department of Labor and Economic Opportunity (LEO) 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. Angie answered board members' questions.

***Enhanced Relationships, Pipeline Development***

- xi. State Apprenticeship Expansion (SAE) – West Michigan Works!: Information is provided in board packet. ***Enhanced Relationships, Pipeline Development***
- xii. State Apprenticeship Expansion (SAE) – Michigan Energy Workforce Development Consortium (MEWDC): Information is provided in board packet. ***Enhanced Relationships, Pipeline Development***

**Industry Talent Council (ITC) Initiatives**

Angie reported that there are a variety of ways to stay connected to the innovative work taking place under each of the WMW Industry Talent Councils (ITC). ***Enhanced Relationships, Pipeline Development.***

- i. Agribusiness Talent Council of West Michigan (ATC): **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.**  
Angie reported that the ATC hosts an ongoing series of job fairs for historically marginalized segments talent streams. The next Ag-Jobs-4-All event takes place 4/13/2023 at the WMW Holland Service Center. Registration is open now. Council efforts to promote the industry include Agribusiness Spotlight Week, which include a WZZM segment with two employers sharing information on industry careers, a social media campaign showcasing information on the economic and workforce impact of the industry, and a Spotlight on Ag Readers activity, which reached twenty-six classrooms and over 550 students. Career Ag-xploration, a day of hand-on activities to showcase industry roles for K-12 students and their families, will be held on 5/6/2023 at Muskegon Farmers Market. Additional information is provided in the board packet.
- ii. Construction Careers Council (CCC): **The Construction Careers Council creates a bright future for West Michigan's construction industry by building a diverse and qualified workforce.**  
The CCC Traveling Roadshows has been widely popular with schools. To date, 16 traveling roadshows across West Michigan have been completed, reaching over 500 students. The CCC has also taken a more prominent role in MiCareerQuest, one of the largest career awareness events in the state. Lastly, the CCC celebrated Women in Construction Week the first week of March. The council is highlighting women here in West Michigan through the Women who Build West Michigan Series. As an extension of Women in Construction Week – the CCC will continue to recognize women in the construction industry through the Women Who Build West Michigan Series for the entirety of the year. Additional information is provided in the board packet.
- iii. Discover Manufacturing (DM): **Mission: "We Exist to Inspire and Expand Manufacturing Talent in West Michigan."**  
Angie reported that Discover Manufacturing is actively working to improve the DM Week activities by convening a project team to explore updates and efficiencies within the process and procedure of the events, along with a project team focused on improving the hands-on activities portion of the Mobile Manufacturing Lab, The manufacturing scholarship initiative has applications closing in April, with up to \$10,000 to be awarded in May 2023. Additional information is provided in the board packet.
- iv. West Michigan Health Careers Council (WMHCC): **Mission: The purpose of WMHCC is to provide an employer-led collaborative council of healthcare employers, educators,**

**workforce development, and economic development organizations working together to meet West Michigan's healthcare talent needs.**

Angie reported that the WMHCC is in the early stages of planning a family friendly, career fair carnival, with an innovative take on a traditional career fair that includes food and entertainment elements. This event will be held at the GRCC M-TEC building in the late summer. Additionally, the council is planning a health care career expo geared towards high school students and their parents in partnership with the Kent ISD Workforce Development team to be held on April 19th. Employers will focus on showcasing the variety of careers available in health care with an emphasis on entry-level careers and upward mobility in the industry. A project group focused on retention is meeting regularly to develop a resource guide and best practices for barrier reduction in healthcare. This includes a community resource guide developed with the help of resource navigators. The completed version of the guide was published in January and can be viewed as a PDF here: <http://www.talnet.org/resources/>.

- v. **West Michigan Tech Talent (WMTT): Mission: West Michigan Tech Talent looks to engage employers of Information Technology professionals with best practices, resources and a community to grow, develop, recruit and retain a diverse and inclusive world class IT workforce in West Michigan.**

Angie reported that the WMTT will be hosting a series of four networking events in 2023 with the goal of adding 400 new IT professionals to their network. The first event is at LaFleur Marketing on March 23, followed by June 1 at the Surge Center in Holland with Lakeshore Advantage. WMTT is also hosting; Tech Trends with Keith Brophy on April 27th. This will potentially be the largest WMTT hosted event in history with approximately 150-175 attendees. We are currently recruiting co-sponsors for the event. You can RSVP here: <https://survey.alchemer.com/s3/7242250/WMTT-Tech-Trends>

Furthermore, Angie Barksdale reported that all the ITCs are currently active and preparing for the upcoming MiCareerQuest event happening on May 24, 2023 at DeVos Place in Downtown, Grand Rapids. Commissioner Storey encouraged members to attend if their schedules allow.

## **Programs**

- i. **WMW Sponsored Registered Apprenticeships Program (WMW RAP):**

Angie reported that West Michigan Works! currently holds standards for 34 US Department of Labor registered apprenticeships, with over 160 active apprentices and almost 93 participating employers. The WMW Apprenticeship Team has been working closely with the Industry Talent Councils, employers, and partners to develop new registered apprenticeship programs supported under WMW's standards, including adding an EEG (Electroencephalogram technician) Program to our standards. It is the first program of its kind in the nation. We are also engaging with community partners to develop a Cardiovascular Technician program and exploring programs for Anesthesiology Technician and Community Health Worker. We have recently engaged with West Michigan Tech Talent and local partners to create a Cyber Security Apprenticeship program for interested employers. The team is currently developing 3 additional programs and meeting regularly with employers from the manufacturing and construction industries. In March, WMW moved the Training Coordinator, Angela Johnson, from the Development and Innovation department to the Business Solutions RAP team in order to build capacity for growing demand. ***Enhanced Relationships, Pipeline Development***

ii. Ascend Youth Programming:

Angie reported that the Ascend team currently provides in-person and virtual programming for eligible youth across our 7-county region. We also continue to expand our partnerships to recruit more youth and to provide co-located services. There should be some media on social platforms and news channels in the upcoming months. Along with co-locating services in partner locations, the Ascend team is working on 2 major projects: a MiCareerLaunch pilot program in partnership with Muskegon Community Education Center, and the 2023 summer work experience program. **Pipeline Development, Diversity and Inclusion**

iii. MiCareerQuest:

As Angie mentioned previously, staff are encouraging members to attend the VIP tour on Wednesday, May 24 at 10am or 11:45am and lunch will be provided. This is an event that you will not want to miss. If you're able to attend the VIP tour, [please register here](#). **Pipeline Development**

iv. HireReach:

Angie reviewed that HireReach provides instruction and consulting to businesses interested in implementing skills-based hiring. HireReach is set to launch its spring academy with Kalamazoo in April. HireReach also presented to a group of funders at the Opportunity Marketplace on March 27. This presentation requested funding for a 3-year plan that will provide an opportunity to train 88 different employers in skills-based hiring over the next three years. **Diversity and Inclusion**

v. Retention Solutions Network (RSN):

Information is provided in the board packet. **Enhanced Relationships, Diversity and Inclusion**

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

Angie reported that LEAP launched in Muskegon as a pilot program at the end of January of 2022. It is a program to assist non-custodial parents in obtaining and maintaining employment to get back on track with child support payments. This pilot is in close partnership with Muskegon County Friend of the Court and includes both voluntary referrals and mandated participation. We are actively working with local partners to expand LEAP to Allegan County. **Pipeline Development, Diversity and Inclusion**

vii. Clean Slate:

Angie reviewed that the Clean Slate law makes it possible for people to petition for an expungement. Expungement removes convictions from the 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. Due to limited resources and the implementation of automatic expungements, WMW has shifted the focus of its remaining financial resources to providing jobseekers meaningful consultation, specific to their case, about options, resources, and eligibility for automatic expungement. **Diversity and Inclusion**

Angie reported that WMW is currently in the process of filling staff vacancies within both the LEAP and Clean Slate programs.



## Initiatives

- i. Grow with Google:  
Information is provided in the board packet. **Pipeline Development**
- ii. Michigan Economic Development Corporation (MEDC) Talent Action Team (TAT) Electric Vehicle (EV) & Mobility Pilot:  
Information is provided in the board packet. **Enhanced Relationships, Pipeline Development**
- iii. Hot Jobs! Report: The 2023 edition of the annual Hot Jobs! report is now published on the WMW website. Staff have provided radio and news interviews. The Hot Jobs! report is a list of West Michigan's top in-demand jobs and is an essential tool used by WMW and community partners to begin discussions around career exploration, identify existing skills that would transfer into high-demand occupations, and inform decisions regarding funding for occupational training. Occupations that make the list show a significant number of open positions in the current job market, are expected to see considerable growth in the next five years, and can lead to self-sufficiency through living wages and opportunities for advancement. New features were made to this year's report including a visual classification system that allows job seekers to more quickly determine: (1) if an occupation meets the criteria for West Michigan Works! training scholarships, (2) if an occupation is represented within multiple industries, and (3) the level of demand for each position. The Hot Jobs! list also features an increased wage range of the 25th-75th percentile. Those who are just starting their careers may expect wages at the lower end of the distribution, near the 10th or 25th percentile, while those with more experience and education may expect wages near the 75th or 90th.  
The Hot Jobs Report can be accessed on the WMW website or by clicking [here](#). **Pipeline Development**

## 7. Report on Administrative Activities

*Laura Krist, Human Resource Director*

- a. ACSET Personnel Actions Report **Information Item**  
Laura Krist, Human Resource Director, reported that there have been eight (8) appointments, four (4) separations, and two (2) promotions.
- b. ACSET Operations Staffing **Information Item**  
Laura Krist reported that ACSET currently has 207 out of 240 positions filled.

## 8. Other Business

**Information Item**

- a. House Ways and Means Subcommittee on Work and Welfare regarding Temporary Assistance for Needy Families (TANF): Testimony-March 29, 2023 in Washington, DC:  
Jacob Maas reported that on March 29, 2023 he provided testimony to the U.S. House Ways and Means Subcommittee on Work and Welfare regarding the TANF program. Jacob provided a brief overview of the timeline on his ask to testify. Discussion took place. Jacob also reviewed the testimony he provided in the board packet. Jacob answered board members' questions.
- b. 39<sup>th</sup> Annual Conference-National Association of Workforce Development Professionals (NAWDP): 2022 Registered Apprenticeship Best Practice Award, May 8, 2023 in New Orleans, LA:  
Jacob Maas reported that COO, Angie Barksdale, and Business Solutions Director, Amy Lebednick, will be traveling to New Orleans, to accept the 2022 Best Practice Award on behalf of West Michigan Works! Jacob reported that this award highlights the work being done on Registered Apprenticeships.



- c. Michigan Works! Association (MWA) Impact Awards: May 10, 2023 in Lansing, MI- [West Michigan Works! Nomination, Gul Agu Ghaznawi, AC Sewing, Inc., and Bethany Christian Services of Michigan:](#)

Jacob Maas reported that every year, West Michigan Works! submits nominations for the MWA Impact Awards. The Impact Award honors those that have built economic results by creating jobs and developing fresh talent in their communities. Jacob reviewed that WMW honored these awardees at the 2022 Annual Board Meeting held last December. The MWA awards ceremony is scheduled for May 10, 2023 in Lansing, MI, in the presence of local State legislators. Jacob reported that the video story is hyperlinked in the electronic version of the agenda.

9. Public Comment- None.

Adjournment at 9:30a.m. by Chairperson Storey.

**Motion – Com. Perdue**

**Second – Com. Kallman**

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

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

**ADMINISTRATIVE OFFICE**

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

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Hastings, MI 49058  
(616) 649-9850

**Ionia County**

603 W Adams St  
Ionia, MI 48846  
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**Kent County**

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Grand Rapids, MI 49507  
(616) 336-4040

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114 S Greenville W Dr  
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**Muskegon County**

316 Morris Ave  
Muskegon, MI 49440  
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**Ottawa County**

12331 James St, Suite 130  
Holland, MI 49424  
(616) 396-2154

**MEMORANDUM**

**TO:** ACSET Governing Board  
**FROM:** Bob Perkins, Chief Financial Officer  
**DATE:** June 26, 2023  
**RE:** May 2023 Board Financials

**Revenue**

Revenues for the eleven months ending May 31, 2023 total \$32.8 million which is \$2.04 million higher than last year's revenue. The increase is due mainly to the Going Pro Talent Fund (GPTF).

**Expenditures**

Operating expenses are under the proposed budget by 1.6%.

- Outside Services are down by \$385K. The following funds were fully spent last year and were not renewed for the current year: WK Kellogg – Hiring Model incurred \$122K in outside costs, DeVos - Talent Career Coaching had \$55K, and DeVos – Hire Reach had \$49K. The ES (Wagner Peyser) had a net reduction of \$414K. There were increases in WIOA of \$95K with the remaining difference made up of increases in Going Pro Talent Fund and MiCareerQuest.
- Other expenses are up by \$133K 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 \$232K compared to the prior year.

Decrease in youth spending YTD of \$144K, Future of Work ended in the prior year with \$81K of subcontractor expenses, Clean Slate decreased by \$87K due to ending the program. There was an increase in Michigan Learning & Education Advancement Placement of \$80K.

Training expenses increased by \$1,221K over the previous year. This is due to the increase in training related to the Going Pro Talent Fund (GPTF) and an increase of \$375K in Michigan Learning & Education Advancement Program.

Direct Client Expenses are greater than last year by \$1,030K due to an increase in spending in PATH of \$789K, and State Apprenticeship (MIRAIN, MIYARN, and MEWDC) of \$345K. There was a reduction of \$126K from Community Ventures Funding that was not renewed in the current year. The difference is due to timing.

**Area Community Services Employment and Training Council**  
**Michigan Works Agency Programs**  
**Statement of Revenue & Expenses**  
**For the Eleven Months Ending May 31, 2023**

	YTD Thru May 2023 Actual	YTD Thru May 2022 Actual	YTD 2022/2023 Budget Mod #1	Budget Variance	Budget Variance %
<b>Total Revenue</b>	<u>\$ 32,787,745</u>	<u>\$ 30,742,917</u>	<u>\$ 36,523,415</u>	<u>\$ (3,735,670)</u>	<u>-10.23%</u>
<b>Expenses</b>					
<b>Operating Expenses</b>					
<b>Wages</b>	\$ 10,127,104	\$ 9,832,732	10,386,036	\$ 258,932	2.49%
<b>Fringe Benefits</b>	3,593,912	3,520,392	3,675,570	81,658	2.22%
<b>Consumable supplies</b>	1,070,621	1,129,529	992,185	(78,436)	-7.91%
<b>Transportation</b>	143,465	74,001	164,692	21,227	12.89%
<b>Outside services</b>	786,415	1,171,563	772,325	(14,090)	-1.82%
<b>Space and communications</b>	1,569,265	1,598,098	1,622,502	53,237	3.28%
<b>Equipment rent and maint</b>	41,229	57,951	46,083	4,854	10.53%
<b>Equipment purchases</b>	127,169	182,920	184,000	56,831	30.89%
<b>Other expense</b>	667,142	533,830	532,093	(135,049)	-25.38%
<b>Total operating expense</b>	<u>18,126,322</u>	<u>18,101,016</u>	<u>18,375,486</u>	<u>249,164</u>	<u>1.36%</u>
<b>Subcontractors</b>	\$ 650,470	\$ 881,838	\$ 825,817	\$ 175,347	21.23%
<b>Training</b>	\$ 11,888,826	\$ 10,668,432	\$ 15,144,257	\$ 3,255,431	21.50%
<b>Direct Client Expenses</b>	<u>\$ 2,122,127</u>	<u>\$ 1,091,631</u>	<u>\$ 2,177,855</u>	<u>\$ 55,728</u>	<u>2.56%</u>
	<u>\$ 14,661,423</u>	<u>\$ 12,641,901</u>	<u>\$ 18,147,929</u>	<u>\$ 3,486,506</u>	<u>19.21%</u>
<b>Total Expenses</b>	<u>32,787,745</u>	<u>30,742,917</u>	<u>36,523,415</u>	<u>3,735,670</u>	<u>10.23%</u>
<b>Excess of Revenue over Expense</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>

Unaudited

**ADMINISTRATIVE OFFICE**

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

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**Kent County**

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**Montcalm County**

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**Muskegon County**

316 Morris Ave  
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12331 James St, Suite 130  
Holland, MI 49424  
(616) 396-2154

**MEMORANDUM**

**TO:** ACSET Governing Board

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

**DATE:** June 26, 2023

**RE:** Proposed FYE 2023 Budget – Second Modification

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The proposed budget modification for the fiscal year ending June 30, 2023 is being presented for your consideration.

**Proposed FYE 2023 Budget – Second Modification****Revenue**

The proposed 2022-2023 budget modification decreases grant income by \$2,868,000 and increases program income by \$105,000 as a reflection of the following expenditure budget changes.

**Expenditures**

Operating cost categories are being adjusted to reflect anticipated spending and are increasing by a net \$114,000. Other Expenses is increasing by \$264,000.

This category is used for Membership Dues, Property and other Insurances, staff training and conferences as well as other miscellaneous expenses.

Training costs are estimated to decrease by \$3,187,000 due to the completion timing of the Going Pro Talent Fund (GPTF) awards.

Direct client expenditures are increasing by \$310,000 as a result of increased PATH supports being provided and increased supports being provided through newer grants.

**Requested Action**

We ask that the proposed budget be considered for approval.

***Pursuant to Article II, Section 6(a) of Area Community Services Employment & Training (ACSET) Amended Bylaws dated April 26, 2021, a seventy-five percent (75%) affirmative vote of the members present is required for the budgets and amendments.***

# Area Community Services Employment and Training Council

General Fund  
Michigan Works! Budgetary Mod 2 Request  
For the Fiscal Year Ending June 30, 2023

	Fiscal Year 2022 - 2023 Mod 1	Fiscal Year 2022 - 2023 Proposed Mod 2	Increase (Decrease)
REVENUES			
Grant Income	\$ 40,713,000	\$ 37,845,000	\$ (2,868,000)
Program income	20,000	125,000	105,000
TOTAL REVENUE	\$ 40,733,000	\$ 37,970,000	\$ (2,763,000)
EXPENDITURES			
Operating costs:			
Wages	\$ 11,400,000	\$ 11,235,000	\$ (165,000)
Fringe	4,037,000	3,997,000	(40,000)
Consumables	1,000,000	1,175,000	175,000
Transportation	185,000	165,000	(20,000)
Outside Services	901,000	911,000	10,000
Space & Communications	1,767,000	1,767,000	-
Equipment Rent & Maintenance	55,000	55,000	-
Equipment Purchases	300,000	190,000	(110,000)
Other Expenses	556,000	820,000	264,000
Total Operating Costs	20,201,000	20,315,000	114,000
Subcontracted program costs	895,000	895,000	-
Training costs	17,287,000	14,100,000	(3,187,000)
Direct client expenditures	2,350,000	2,660,000	310,000
Total Expenses	\$ 40,733,000	\$ 37,970,000	\$ (2,763,000)
Net Change in Fund Balance	\$ -	\$ -	\$ -

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**MEMORANDUM**

**TO:** ACSET Governing Board

**FROM:** Jacob Maas, Chief Executive Officer

**DATE:** June 26, 2023

**RE:** WDB Member Terms of Office

**Background**

Listed below are the term of office seats which will expire October 31, 2023.

Applications are open for the November 1, 2023 - October 31, 2025 office term. Staff are encouraging current board members to reapply. Applications can be submitted via online at: <https://www.westmiworks.org/workforce-development-board-application/>.

Applications are due July 31, 2023. Applications will be reviewed by a Nominating Committee assigned by the Executive Committee. Applications will be presented to the Executive Committee and the ACSET Governing Board for final approval. As a reminder, approval of WDB members requires a 75% affirmative vote of members appointed and serving.

<b>Adult Education (1):</b>
<b>Business: (12)</b>
<b>Community Based Organization (1):</b>
<b>Higher Ed (1):</b>
<b>Labor (1):</b>
<b>Organized Labor/Employee rep (1):</b>
<b>Public Agencies (PA 491) (1):</b>

In addition to the above, the board also has vacancies for the following seats with the terms of office through October 31, 2024.

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

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**MEMORANDUM**

**TO:** ACSET Governing Board

**FROM:** Angie Barksdale, Chief Operating Officer

**DATE:** June 26, 2023

**RE:** Contract Extensions: Goodwill Industries of Greater Grand Rapids and Steepletown Neighborhood Services Workforce Innovation and Opportunity Act (WIOA) Youth Programs

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**Background**

Goodwill Industries of Greater Grand Rapids and Steepletown Neighborhood Services 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 was extended to an end date no later than June 30, 2023, 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-up, and outcomes. The contractor monitoring found both parties to be performing at satisfactory levels.

Goodwill Industries was monitored in November-December 2022 and had no findings and Steepletown was monitored in April-May 2023 and had two findings.

Budgets for each contract will be negotiated with contractors, once final WIOA Youth allocations are received from the State.

**Recommendation**

The West Michigan Works! Workforce Development Board (WDB) approved the recommendation on June 12, 2023 that the contracts for Goodwill Industries of Greater Grand Rapids and Steepletown Neighborhood Services be extended through June 30, 2024, to allow for continued youth services in Kent County.



# Service Summary Explanation

October 1, 2022 – April 30, 2023

## Management Observations and Highlights

- *Service Center Traffic:* Although we experienced a slight decrease in service center traffic for April, the overall traffic is still above average when compared to all of the reporting months.
- *Employers Served:* Consistently, the business solutions team serves more returning employers than new employers from month to month. During the last month of this quarter, business solutions staff spent a significant amount of time meeting with employers to discuss and assist with FY23 Cycle 2 Going PRO Talent Fund. We continuously strive to connect with new employers as time allows, while also maintaining quality services for existing customers.
- *Jobs Filled by Industry:* Overall, jobs filled have steadily decreased due to the heavy volume of Going Pro Talent Fund applications processed by staff, a natural decrease in jobs filled and staffing shortages due to vacations and open positions.
- *Going Pro Talent Fund:* total number of trainings completed *and* paid out each month. Training is not always paid out the same month the training was completed due to delays in employer reporting and documentation collection. Data is reflective of multiple fiscal years and/or cycles within a fiscal year. Current billing includes training authorized to take place under the FY22 and FY 23 Cycle 1 funding.
- *Hiring Events:* We are coordinating facilitated workgroups to reimagine hiring events during the fall of 2023. Over the last quarter West Michigan Works! Staff hosted three virtual job fairs (one per month) and two in-person job fairs in January.
- *Retention Solutions Network:* Success Coaches are providing more services to employees at member companies. We continue to work on recruiting more employer members. February experienced a slight decrease in employees served and barriers addressed, likely due to staff training and it being a shorter month. RSN is now fully staffed, and success coaches have been assigned to geographic regions.
- *WorkReady Certificates Earned:* We have begun the process of improving both attendance and the overall curriculum for these workshops. So far, we have seen a 5% increase in unique workshop attendance compared to preassessments taken over the last 2 months.



## Service Summary Oct 1, 2022 to April 30, 2023

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



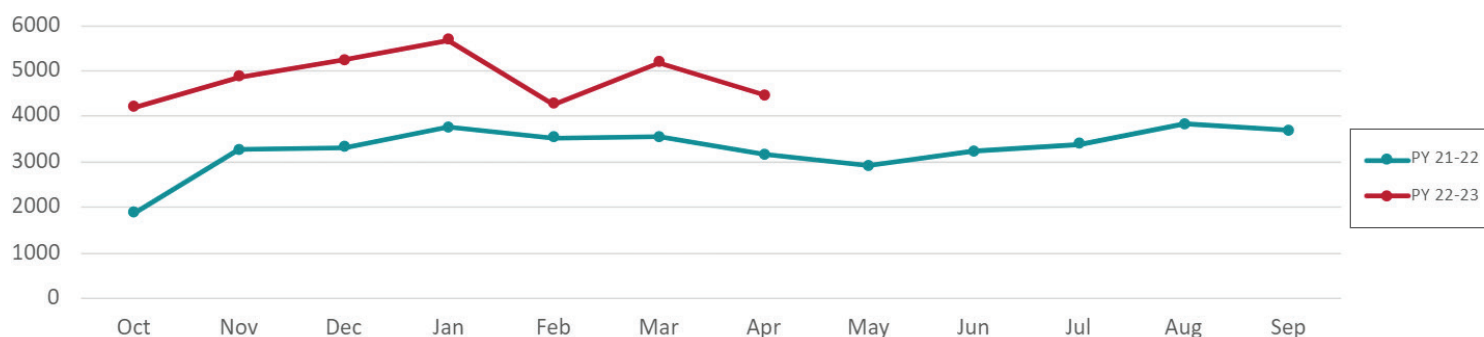
Pipeline Development



Diversity and Inclusion

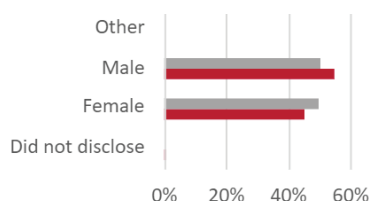
### Service Center Traffic & Call Volume\* (PY comparison by month)

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

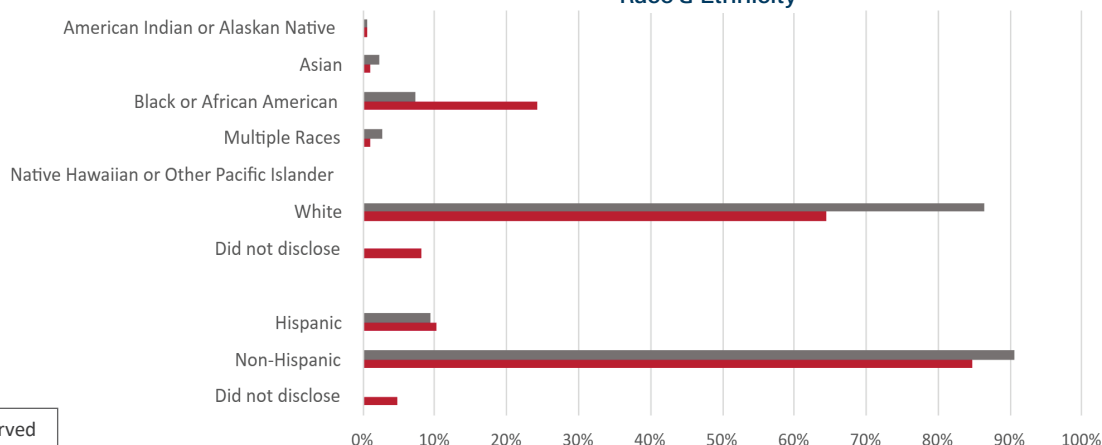


### Diversity of Job Seekers Served

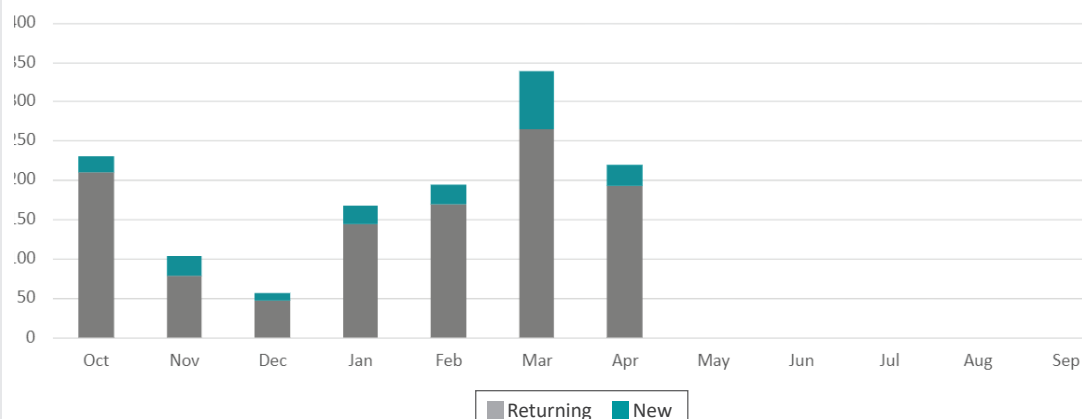
#### Gender



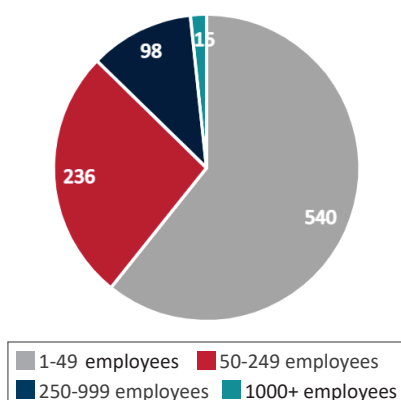
#### Race & Ethnicity



### Employers Served (unique count)



### Diversity of Employers Served (by size)



## Jobs Filled by Industry

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Agribusiness	0	0	90	5	43	27	35					
Construction	39	5	43	2	8	58	17					
Healthcare	99	299	3	188	91	33	39					
IT	106	69	0	3	0	12	13					
Manufacturing	367	302	226	35	83	40	26					
Other	60	99	73	228	77	170	93					
<b>Total</b>	<b>671</b>	<b>774</b>	<b>435</b>	<b>461</b>	<b>302</b>	<b>340</b>	<b>223</b>					

## Training: by Industry

	New Hire	Classroom	Apprentice	Credentials Earned
Construction	18	268	1	5
Healthcare	49	406	41	119
Information Technology	26	28	0	0
Manufacturing	99	66	0	11
Other	67	104	0	219
<b>Total</b>	<b>259</b>	<b>872</b>	<b>42</b>	<b>354</b>

Active grants supporting new hire, classroom and apprenticeship training this reporting period:

Going PRO Apprenticeship (GPA)  
MiREACH  
MiLEAP  
One Workforce  
PATH Subsidized Employment  
State Apprenticeship Expansion (SAE)  
WIOA Incumbent Worker Training  
WIOA Individual Training Accounts  
WIOA On-the-Job Training  
WIOA Youth Work Experience  
Young Professionals  
DTE Foundation

## Training (completed): Going PRO Training Fund

	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23
<b>New Hire</b>	668	313	55	345	599	568	459
<b>Classroom</b>	161	281	79	344	13	225	209
<b>Apprenticeship</b>	13	18	0	13	2	130	48
<b>Total</b>	<b>842</b>	<b>612</b>	<b>134</b>	<b>702</b>	<b>718</b>	<b>1157</b>	<b>482</b>

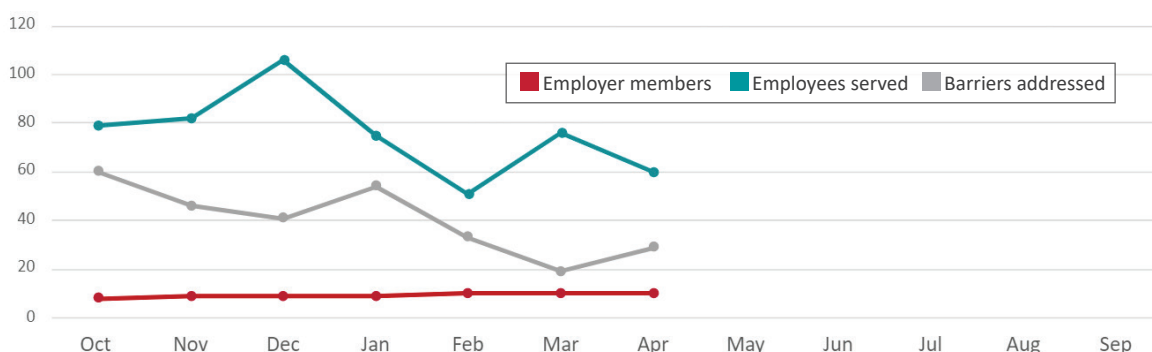
## Hiring Events

	Participating		
	Events	Employers	Job Seekers
Q1	3	68	65
Q2	5	75	157
Q3			
Q4			
<b>TOTAL</b>	<b>8</b>	<b>143</b>	<b>222</b>

## Retention Solutions Network

Success coach hours  
(cumulative, reported quarterly)

**387.00**



## WorkReady Certificates Earned (cumulative, reported quarterly)

**2,528**  
Pre-Assessments

**120**  
Post-Assessments

**76**  
WorkReady  
Certificates

**141**  
WorkReady Plus  
Certificates



Service Summary  
Oct 1, 2022 to April 30, 2023

## Service Summary: Strategic Plan Alignment and Indicator Descriptions

<b>Pipeline Development:</b> Expand the local pipeline of work-ready talent to meet the needs of the workforce and of West Michigan employers.	<b>Enhanced Relationships:</b> Foster widespread networks to collaboratively address workforce needs in the region.	<b>Diversity and Inclusion:</b> Enable a culture that honors the worth and dignity of all people, where staff and customers have equitable access to opportunities.
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The indicators shown on the Service Summary are provided to inform the board about the impact of services provided through a variety of workforce development programs. Each represents the implementation of goals in the Strategic Plan.

Indicator	Strategic Plan Alignment	Narrative
<i>Service Center Traffic &amp; Call Volume</i>	Pipeline Development	This indicator shows the funnel of job seekers entering our system through the service centers and virtual appointments, giving us an opportunity to expand the talent pipeline. In October 2021, we began implementing a new tracking system. During this period, UIA reinstated the Register to Work requirement, which brought more people into the centers. The data does not include attendance at workshops, focused job search, or coaching sessions. This will be added as the tracking system is expanded.
<i>Diversity of Job Seekers</i>	Diversity and Inclusion	This indicator shows the variety of job seekers we work with compared to the region. With the implementation of the new tracking system, we resumed tracking demographic data. Although we are in the early stages of collecting this data, management regularly observes and monitors this information.
<i>Employers Served</i>	Enhanced Relationships	This indicator shows unique employers served each month, and reflects the widespread networks developed by staff. An employer is counted once per program year as unique; they likely received multiple services throughout the year. A new employer is one that has never engaged with WMW. A returning employer is one that has received services from WMW in a prior program year(s).
<i>Diversity of Employers</i>	Diversity and Inclusion; Enhanced Relationships	This indicator shows a comprehensive picture of our employer customers based on size (total number of employees). This data is helpful in planning initiatives and for identifying specific employer groups. Although we work with any size company, we target those most in need of our services which are often smaller companies without internal HR capacity.

Indicator	Strategic Plan Alignment	Narrative
<i>Jobs Filled by Industry</i>	Enhanced Relationships; Pipeline Development	This indicator shows the number of jobs filled with employer customers of WMW and with our assistance. The variation in month-to-month numbers may reflect delays in reporting WMW, as well as unique needs within a variety of employers. Spikes in the numbers may also reflect hiring events supported by WMW.
<i>Training: by Industry</i>	Pipeline Development	This indicator shows WMW efforts to expand the local pipeline of work-ready talent by supporting training and skill upgrading. The data is presented by industries most in demand in the region. Food Processors, as part of Agribusiness, are currently reported under manufacturing. On-the-Job Training provided to New Hires results in advancement of skills and wages but does not provide a credential. This data does not include training funded by Going Pro Talent Fund.
<i>Training (completed): GoingPro</i>	Enhanced Relationships; Pipeline Development	As one of our largest funding sources for employer-driven training, Going PRO Talent Fund (GPTF) is reported separately. Allowable training funded by GPTF includes new hire, incumbent, and registered apprenticeships.
<i>Hiring Events</i>	Enhanced Relationships; Pipeline Development	This indicator shows hiring events that bring employers and job seekers together, requiring coordination across multiple departments and programs. We continue to look for new and innovative ways to conduct outreach to job seekers, including greater collaboration with community partners.
<i>Retention Solutions Network</i>	Enhanced Relationships; Pipeline Development	This indicator shows how we leverage networks among community partners to provide services to member employers. Data reflects services provided by Success Coaches via dedicated on-site hours as well as virtual. Services provided to each employee does not consider the high number of touchpoints with the coach. Barriers addressed can include needs for transportation, housing, medical bills, utilities, and many more, all so that workers can successfully engage and fulfill their role for the employer.
<i>WorkReady Certificate Earned</i>	Pipeline Development	This indicator shows the delivery of employability skills training, the highest need for skillsets expressed by the region's employers. 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. A post-assessment determines their skill attainment and if successful, earns a certificate. This conveys to employers that they are "work ready." Workshops are offered at service center locations and at partner locations.

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**MEMORANDUM**

**TO:** ACSET Governing Board

**FROM:** West Michigan Works! Staff

**DATE:** June 26, 2023

**RE:** Solutions Driven Updates

**Enhanced Relationships:**

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

**Pipeline Development:**

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

**Diversity and Inclusion:**

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

**Grant Updates**

**Health Resources & Services Administration (HRSA):** The Department of Health and Human Services (DHHS) awarded a \$2.9 million dollar Health Resources & Services Administration (HRSA) grant to Grand Rapids Community College (GRCC). West Michigan Works! (WMW) has partnered with GRCC and Corewell Health, Cherry Health, and Trinity Health Systems to implement the grant. This three-year grant will expand the public health workforce in West Michigan through classroom training and apprenticeship opportunities. The focus is on 150 participants, with approximately 60% of grant dollars going directly toward students. ***Enhanced Relationships, Pipeline Development***

**Michigan Career Opportunity Academies for Community Health (MiCOACH):** The Department of Health and Human Services (DHHS) awarded a \$3 million dollar Health Resources & Services Administration (HRSA) grant to the State of Michigan Michigan, Labor and Economic Opportunity (LEO). LEO has partnered with multiple Michigan Works! Agencies and Intermediate School Districts (ISD) to increase the number of Community Health Workers (CHWs) and Health Support in the ISDs. Locally, WMW will work with MAISD and the Muskegon Heights Public School system. This three-year grant will aim to improve the dissemination of health information, connection to mental health resources, and help create safer, healthier school environments and communities. Throughout the course of this grant, WMW will partner to serve 24 recently or soon to graduate Muskegon Heights youth. ***Enhanced Relationships, Pipeline Development***

**The Michigan Citizen Reentry Initiative (MiCRI):** A cooperative grant opportunity with the US Department of Labor and the Department of Justice with a state award of \$7.6 million to launch the new initiative designed to reduce recidivism among

justice involved citizens and increase their successful participation in employment and training opportunities. This includes individuals incarcerated in the Federal Correctional Institute (FCI) in Milan, Michigan and four Residential Reentry Centers (RRC). Although the planning stages for this grant is anticipated to conclude in April, participants will not be entering the RRCs until late May or early June 2023. As we currently understand it, WMW services cannot begin until this time.

***Enhanced Relationships, Diversity and Inclusion***

**Michigan Incarcerated Veterans' In-Reach Program (MIVIP):** led by LEO's Veterans' Employment Services team in partnership with the Michigan Department of Corrections and the Michigan Works! network. In addition to the in-reach employment services, veterans will receive post-release wrap-around services to help ensure each participant's success and reduce recidivism. One of the primary goals is to help incarcerated veterans understand how their military experiences can bring value to the civilian workplace including how to market their credentials as well as skills such as teamwork, problem solving, adaptability and effective communication. The \$2.4M in funding to support MIVIP was provided through a Pathway Home grant from the U.S. Department of Labor's Employment and Training Administration. ***Diversity and Inclusion, Pipeline Development***

**MDARD Specialty Crop Grant.** The Agribusiness Talent Council of West Michigan was awarded a grant via West Michigan Works! to provide funding for over \$80,000 of food safety and leadership training. Additionally, the funds will pay production costs to produce 5 videos to market high skill, in demand career opportunities at West Michigan are specialty crop growers. ***Enhanced Relationships, Pipeline Development***

**Going PRO Talent Fund FY23:**

Cycle 1: The Michigan Department of Labor and Economic Opportunity announced the award of \$47 million in statewide funding for the Going PRO Talent Fund (GPTF) for fiscal year 2023, Cycle 1. West Michigan employers fared very well, with 193 receiving an award totaling \$17,463,904.00 (\$18.6M with admin). A full list of grant recipients statewide for Cycle 1 is available online at [Michigan.gov/TalentFund](https://Michigan.gov/TalentFund).

Cycle 2: The online individual employer application was open from May 1-24. In total, 265 applications were submitted to WMW. All applications will be reviewed and submitted to the state by June 8. Cycle 2 awards are anticipated to be announced in July. Awarded training may occur from July 17, 2023 - July 16, 2024.

Industry Lead Collaborative (ILC): ILC applications opened March 22, 2023. WMW was notified on May 25 the ILC funds had been exhausted and no additional applications will be considered at this time.

***Enhanced Relationships, Pipeline Development***

**Grand Rapids Community College 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. We are currently in year 3 of this grant.

***Enhanced Relationships, Pipeline Development***

**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 (WMCAT) received a \$2 million award to fund short term, high demand training that leads to a credential in the food processing, healthcare, IT, retail, sales, supply chain, and manufacturing. MiLEAP focuses on individuals who are dislocated, underemployed, essential workers, those living in distressed rural and urban communities and economically disadvantaged. The state granted a no cost extension through June 30, 2024 and we have expanded training opportunities to include high demand credentials offered through other local area providers.

***Enhanced Relationships, Pipeline Development***

**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. ***Enhanced Relationships, Pipeline Development***

**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. The grant was set to expire on March 31, 2023, but the State Dept of LEO was approved for an extension through June 30, 2023. Leo has filed an additional modification request to extend the deadline out to June 30, 2024. ***Enhanced Relationships, Pipeline Development***

**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. We are actively working with 23

companies and have over 300 apprentices that are enrolled or are actively being enrolled in the grant. The grant was set to expire on March 31, 2023, but the State Dept of LEO was approved for an extension through June 30, 2023. Leo has filed an additional modification request to extend the deadline out to June 30, 2024.

***Enhanced Relationships, Pipeline Development***

**Sector Strategies Employer Led Collaborative Grant**

The Michigan Department of Labor and Economic Opportunity (LEO) released a Request for Proposals to support the development of new, or the enhancement of existing, employer-led collaboratives throughout the state. \$4.7 million in grant awards are available to organizations through the Sector Strategies Employer-Led Collaborative initiative. LEO anticipates funding 10-20 awardees with one-time grants ranging from \$150,000 to \$500,000. West Michigan Works! submitted a proposal for consideration to LEO on May 8, 2023. The proposal includes funding to help support an additional team member to assist all five industry talent councils with project implementation, connecting with the community, and building diverse talent pipelines. Additionally, funding would support training registered apprentices in brand new high demand occupations. **Enhanced Relationships, Diversity and Inclusion**

**Barrier Removal and Employment Success:** The Michigan Department of Labor and Economic Opportunity (LEO) is encouraging organizations who can assist Michiganders with removing barriers to employment to apply for the \$14.6 million Barrier Removal and Employment Success grant program starting Monday, May 22. Eligible applicants for funding include, but are not limited to, community-based organizations, educational institutions, and Michigan Works! agencies, private for-profit agencies, private non-profit agencies, and other established, experienced providers of supportive services. The total funding available for this initiative is \$14,625,000. Entities awarded funding under this Request for Proposals that are not Michigan Works! agency (MWA) will be required to partner with a local MWA for the purpose of fiduciary responsibilities and required reporting. Applications for funding will be accepted beginning Monday, May 22, 2023. The application deadline is Monday, July 24, 2023, at 5 p.m. EDT. Awards will be announced September 15, 2023. The grant period is Oct. 1, 2023 – Sept. 30, 2025. ***Pipeline Development, Diversity and Inclusion***

**Industry Talent Councils**

There are a variety of ways to stay connected to the innovative work taking place under each of the WMW! Industry Talent Councils (ITC). Each council has expanded its outreach with dedicated LinkedIn accounts and bimonthly newsletters. The increased online presence will allow each ITC to provide employers and partners in each industry with pertinent information such as industry workforce trends, council initiatives and expansion of networks to participate in future projects. All Industry Talent Councils are actively managing several workgroups and projects. All councils

successfully implemented employer engagement for MiCareerQuest 2023.  
***Enhanced Relationships, Pipeline Development***

**Agribusiness Talent Council of West Michigan (ATC): 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.**

The ATC coordinated two career exploration events in May. Career AG-xploration was held at the Muskegon Farmer’s Market on May 6. Eleven industry employers connected with over 350 K-9<sup>th</sup> grade students from 20+ school districts participated along with their parents and other community members. We are seeking additional funding to expand this event to four additional counties for 2024. This was the first time agribusiness had intentional space reserved at the MiCareerQuest event. Eighteen exhibits showcased over 50 careers in the industry. Exhibitors connected with 7,981 students, their teachers, and other community members who toured the event.

The ATC hosts quarterly job fairs for opportunity populations, in partnership with regional and state partners who serve these populations. The next Ag-Jobs-4-All hiring event is taking place at the WMW Ionia Service Center. Employer registration is now open.

The ATC was awarded the Michigan Department of Agriculture and Rural Development Specialty Crop Block Grant to fund food safety and leadership training, and industry promotional videos. Three employers have now applied for the training funds, and video production began this spring. Videos will be used in the future in classroom engagement activities to show various careers involved in food production.

**Construction Careers Council (CCC): The Construction Careers Council creates a bright future for West Michigan’s construction industry by building a diverse and qualified workforce.**

The Construction Careers Council was able to add three new members to the council in April. Each member brings a wealth of knowledge and experience to the council and will be pivotal in moving the construction workforce forward. The council is excited to announce the additions of:

- Steve Huizinga, Freedom Construction
- Rachel Austin, EV Construction
- Joe Gavitt, Eastbrook Homes

The CCC helped conduct the Construction Sector during MiCareerquest. We were able to bring in 35 different employers and have 24 exhibits, highlighting 17 different trades in the sector. The career awareness event was able to reach 8,000 students and as an industry we were able to raise \$35,500 as an industry for the event.

The CCC also approved a new project that falls under the “train” strategy. The project will be called “Before the Jobsite” and will help to prepare students (high school and college) and job seekers through:

- Resume Building
- Preparing for an interview
- Interviewing skills
- Post Interview follow up etiquette
- Recommended credentials

Lastly, the council continues to represent and recognize the amazing women in the industry through the Women Who Build West Michigan Series. The council highlights the stories of women once a month through a blog series that can be found on the CCC website: [Construction Careers Council | West Michigan Construction Talent Council](#)

**Discover Manufacturing (DM): Mission: “We Exist to Inspire and Expand Manufacturing Talent in West Michigan.”**

The DM Week process improvement team has made strides toward recommendations for self-matching schools and manufacturers during Discover Manufacturing Week this November 6 -10. The changes are designed to help streamline the process, putting less stress on educational champions, while increasing the effectiveness of communication to employers.

DM is promoting “next steps” after a successful in-person MiCareerQuest for educators and manufacturers to connect with our Adopt A School initiative and our Earn and Learn Directory.

On June 9<sup>th</sup>, DM will award \$9000 in scholarships to nine deserved recipients including four renewal applications, pursuing a career in manufacturing with strong ties to our West Michigan region. Our Leadership Team will have an opportunity to engage with students and their parents during our award ceremony.

Discussions are progressing regarding the ongoing program support and activities of the Mobile Manufacturing Lab between DM and GRCC. We have convened a team of talented individuals to reimagine the trailer activities for students including educators, manufacturers, and economic development partners.

Plans for the next Career Readiness Conference and the role all our councils may play in the next larger conference is under discussion by the planning committee as a follow up to the April Conference hosted by Discover Manufacturing, The Right Place, and the Manufacturer’s Council at Miller Knoll.

**West Michigan Health Careers Council (WMHCC): Mission: The purpose of WMHCC is to provide an employer-led collaborative council of healthcare employers, educators, workforce development, and economic development organizations working together to meet West Michigan’s healthcare talent needs.**

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. An enhanced training curriculum has been developed, train-the-trainer sessions have occurred, and worker training began in April. The council continues the advancement of several new and established apprenticeship programs

including recent submissions to the US Department of Labor for Cardiovascular Technicians and Anesthesia Technologists programs. The council has made significant progress on revising and finalizing a comprehensive credential list for the healthcare industry. The directory is available online on the WMHCC website and continues to be updated with new programs. In partnership with Kent ISD, the council held a health careers expo geared towards high school students and their parents. Employers showcased the variety of careers available in health care with an emphasis on entry level careers and upward mobility in the industry. WMHCC is planning a family friendly, career fair carnival. Going for an innovative take on a traditional career fair that includes food and entertainment elements to be held at the GRCC M-TEC center from 4pm-7pm on August 2<sup>nd</sup>. A project group focused on retention is meeting regularly to develop a resource guide and best practices for barrier reduction in healthcare. This includes a community resource practices guide developed with the help of resource navigators. The completed version of the guide was published in January and can be viewed as a PDF here:

<http://www.talnet.org/resources/>

**West Michigan Tech Talent (WMTT): Mission: West Michigan Tech Talent looks to engage employers of Information Technology professionals with best practices, resources and a community to grow, develop, recruit and retain a diverse and inclusive world class IT workforce in West Michigan.**

WMTT has formed a subcommittee to work on the development of a Cyber Security Registered Apprenticeship program. The committee will be led by the WMW Apprenticeship Success Coordinator (ASC). A variety of program templates exist with the UDSOL office of apprenticeship which will allow for customization of a program. The current focus is on a program to upskill current employers for a cyber security role within their current program. Long term goal will be to create a program focused on entry-level/new-to-cyber career paths. Monthly meetings are taking place along with a special event for the CISO community being organized by members of the CSA West Michigan. The team is looking to have a program ready to roll in late 2023.

WMTT continues with their series of networking events, with a focus on creating an environment of belonging for tech workers, especially those who work remotely. This supports the efforts to establish West Michigan as a tech hub, with a thriving environment for existing workers.

- June 1, SURGE Center in Holland (partners: BizStream, Lakeshore Advantage and MEDC).
- July 17th, Spartan Innovations. (partners OST, Purpose Jobs and Spartan Innovations)
- September (date TBD), Tech Week with The Right Place
- Including our March 2023 event and April Tech Trends, we anticipate engaging with over 500 tech professionals, CS students, and community leaders to share the WMTT story and solicit their support for council activities.

WMTT is reviewing proposals to support:

- TeacherCon 2023 (expected to engage over 200 high school STEM educators to learn more about teaching C.S.)
- Beer City Code sponsorship (August 2023)
- Speak by Design- advanced strategic communications skills for technologists, providing leadership development for mid to senior level leadership.

## Programs

**West Michigan Works! Registered Apprenticeship Programs (WMW RAP):** WMW currently holds standards for 36 US Department of Labor registered apprenticeships, with 136 active apprentices and 70 participating employers.

The WMW RAP Team continues to develop new programs for area employers and graduate apprentices from our cohort model programs.

- Recently completed 21 apprentices in our Medical Assistant (MA) program. This was the 7<sup>th</sup> cohort of the MA Registered Apprenticeship Program (RAP).
- Three new programs have been added to our manufacturing standards including Electrical Maintenance, Mechatronics Technician, and Automotive Technician programs.
- We continue to meet with Employers and Training Partners to explore the creation of new RAP occupations including Cardiovascular Technician, Anesthesiology Technician, Community Health Worker, and Cyber Security Technician.

**Ascend Youth Programming:** The Ascend team currently provides in-person and virtual programming for eligible youth across our 7-county region. We also continue to expand our partnerships to recruit more youth and to provide co-located services. The Ascend team is preparing for the June 20 launch of our 6-week Youth Summer Career Readiness program. This program will include a work experience along with employability skills training. Youth will be paid a base wage of \$14.00 per hour, a \$4.00/hour raise from last year. ***Pipeline Development, Diversity and Inclusion***

**MiCareerQuest:** MiCareerQuest is a Career Exploration Experience for middle and high school students. MiCareerQuest 2023 was a big success thanks to our Project Manager, Maggie Ryan, our ISD partners, our Industry Council Leads, sponsors, and our exhibitors and employer champions. We are now in the process of compiling survey data, but we have some numbers for this year's return-to-in-person event: 7981 students attended from 72 different schools and 92 businesses exhibited 280 different careers. We will have a debrief in June with employers and immediately start planning and improving for next year. Thank you to all who supported by either volunteering, attending, or financially supporting the event. ***Pipeline Development***

**HireReach:** HireReach provides instruction and consulting to businesses interested in implementing skills-based hiring. HireReach has launched its Spring Academy in partnership with the City of Kalamazoo and Southwest Michigan Works!. HireReach was also successful in securing \$350,000 from the Opportunity Marketplace hosted by the Opportunity for All initiative. This funding will allow us to run 1 academy in the fall while also making necessary updates to our learning management system and distribution partnerships. ***Diversity and Inclusion***

**Retention Solutions Network:** Retention Solutions Network (RSN) is a fee-based employer network focused on navigating resources and providing support services to member employees, thus helping them to stay in their job and advance within their business. RSN is excited to be fully staffed and is in the process of developing a regional plan for delivering services. The three regions will be west, central, and east with 1 success coach representing each region. Today, we have 10 employers partners having purchased 30 shares and a retention rate of 76%. ***Enhanced Relationships, Diversity and Inclusion***

**Learn, Earn and Provide (LEAP) Pilot:** LEAP launched in Muskegon as a pilot program at the end of January of 2022. 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. We are actively working with the local partners on expanding LEAP to include Allegan County with participants being referred as soon as mid-June. ***Pipeline Development, Diversity and Inclusion***

**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. With limited resources and automatic expungements scheduled to begin in April of 2023, we have shifted our services from providing financial resources for court costs and attorney fees to providing meaningful consultation, specific to their case, on options, resources, and eligibility to prepare them for April.

This grant expired on March 31 of 2023. WMW assisted over 330 individuals remove employment barriers through Clean Slate. ***Diversity and Inclusion***

## Initiatives

**Grow With Google:** WMW has received 100 scholarships to provide access to job seekers and incumbent workers to earn a Google Career Certificate. Most, if not all of those certificates have been claimed by job seekers. Since initially receiving the scholarships, Grow with Google expanded their partnership to include the State of Michigan. This has allowed us to continue to offer these certificate programs to



interested job seekers and incumbent workers. The last day to register for scholarships is June 30 of 2023. ***Pipeline Development***

**MEDC TAT EV & Mobility Pilot:** The Michigan Economic Development Corporation (MEDC) Talent Action Team (TAT) is collaborating with the Boston Consulting Group to bring together industry, higher education, training, and recruitment program partners to support the need for workers in the Electronic Vehicle (EV) industry. The TAT has reached out to West Michigan Works! to discuss implementation of a pilot project to support the hiring needs of five local EV employers. The goal is to expand educational and job support opportunities to build competitive, cross-industry talent for the future of electrification and mobility in the state. Based on our conversations to date, WMW will assist with recruiting approximately 1,300 qualified individuals to fill Production Worker and Frontline Supervisor roles in the West region (connecting them to relevant short-term training programs where necessary). ***Enhanced Relationships, Pipeline Development***

**Hot Jobs! Report:** The 2023 edition of the annual Hot Jobs! report is now published on the WMW website. The Hot Jobs! report is a list of West Michigan's top in-demand jobs and is an essential tool used by WMW and community partners to begin discussions around career exploration, identify existing skills that would transfer into high-demand occupations, and inform decisions regarding funding occupational training. Occupations making the list show a significant number of open positions in the current job market, are expected to see considerable growth in the next five years and can lead to self-sufficiency through living wages and opportunities for advancement. New features were made to this year's report including a visual classification system that allows job seekers to more quickly identify if an occupation meets the criteria for West Michigan Works! training scholarships, if an occupation is represented within multiple industries, and the level of demand for each position. The Hot Jobs! list also features an increased wage range of the 25th-90th percentile. Those who are just starting their careers may expect wages at the lower end of the distribution, near the 10th or 25th percentile, while those with more experience and education may expect wages near the 75th or 90th.

The Hot Jobs Report can be accessed on the WMW website or by clicking [here](#). ***Pipeline Development***

## ACSET Personnel Actions – June 16, 2023

CLASS	EMPLOYEE	APPOINTMENT	DATE	LOCATION
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### Appointments

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Career Coach	Zachary Seigel	Permanent	4/24/23	Montcalm
	Lauren Dewitt		5/1/23	Ionia
	Jamie Riehle		5/10/23	Montcalm
	Shelley Ruppert		5/15/23	Ottawa
	Caitlin Murphy-Myer		5/30/23	Allegan
Career Navigator	Christopher Wilson	Permanent	4/26/23	Grand Rapids NW
Project Manager	Weston Selent	Permanent	5/15/23	Grand Rapids NW
Success Coach	Christopher Moss	Permanent	5/1/23	Montcalm

### Separations

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Separation Date</u>	<u>Location</u>
Attorney	Melanie White	Permanent	5/31/23	Grand Rapids NW
Business Solutions Representative	Erin Sloan-Turner	Permanent	5/5/23	Grand Rapids NW
Career Coach	Mercedes Chavez	Permanent	4/28/23	Ottawa
	Kerrie Burbank-Antelo		5/15/23	Allegan
	Kimberly Eshimbukhu		5/31/23	Grand Rapids SE
Talent Development Instructor	Cindy Cline	Permanent	5/31/23	Muskegon

### Promotions/Transfers

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Career Coach to Success Coach	Anne Palmer	Permanent	5/22/23	Grand Rapids SE

Current

June 2023

CLASSIFICATION	Approved	Filled (Permanent)	Filled (Other)	Vacant
Accountant	4	2	0	2
Accounting Assistant	5	3	0	2
Accounting Manager	1	1	0	0
Accounting Supervisor	1	1	0	0
Apprenticeship Success Coordinator	2	2	0	0
Assessment Specialist	4	4	0	0
Assistant Manager	15	14	0	1
Attorney	2	1	0	1
Budget Analyst	1	0	0	1
Business Solutions Coordinator	4	4	0	0
Business Solutions Director	1	1	0	0
Business Solutions Manager	2	2	0	0
Business Solutions Representative	17	12	0	5
Career Coach	54	47	0	7
Career Navigator	28	26	0	2
Chief Executive Officer	1	1	0	0
Chief Financial Officer	1	1	0	0
Chief Operating Officer	1	1	0	0
Computer Support Specialist	2	2	0	0
Custodian	1	0	0	1
Director of Development and Innovation	1	1	0	0
Executive Assistant	1	1	0	0
Facilities Coordinator	1	1	0	0
Facilities Manager	1	1	0	0
Human Resource Assistant	3	3	0	0
Human Resource Director	1	1	0	0
Industry Council Leads	5	5	0	0
Information Technology Manager	1	1	0	0
Marketing & Communications Assistant	1	0	0	1
Marketing & Communications Coordinator	3	3	0	0
Marketing & Communications Director	1	1	0	0
Performance Analyst	6	6	0	0
Policy Coordinator	3	2	0	1
Policy Manager	4	4	0	0
Procurement Manager	1	1	0	0
Project Manager	7	6	0	1
Quality Assurance Specialist	10	10	0	0

Records Service Specialist	5	5	0	0
Resource Specialist	4	3	0	1
Retention Solutions Manager	1	0	0	1
Success Coach	3	3	0	0
Talent Development Instructor	11	10	0	1
Talent Development Manager	1	1	0	0
Talent Development Specialist	9	7	0	2
Talent Solutions Director	1	1	0	0
Talent Solutions Manager	6	6	0	0
Training Consultant	1	1	0	0
Youth Solutions Manager	1	1	0	0
<b>TOTALS</b>	<b>240</b>	<b>210</b>	<b>0</b>	<b>30</b>

<b>CLASSIFICATION</b>	<b>Filled</b>
Participant/Temporary	2



**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

**Ionía County**

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

**Kent County**

121 MLK Jr St 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**

12331 James St, Suite 130  
Holland, MI 49424  
(616) 396-2154

## MEMORANDUM

**TO:** ACSET Governing Board

**FROM:** Laura Krist, Human Resource Director

**DATE:** June 26, 2023

**RE:** Request to update staffing chart for West Michigan Works!

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### Background:

After reviewing our current staffing chart and assessing the needs of the various programs and departments within West Michigan Works!, we have determined the following additional position would be appropriate:

### Procurement Manager (Temporary)

Our current Procurement Manager has submitted her resignation to take place as of December 1, 2023. We would like to interview and potentially hire a replacement for this position in the next couple of months. Filling this position prior to the actual separation date of the current Procurement Manager will allow us adequate time to prepare and train the new candidate to fully take over this vacated management position in December.

### Action:

We are requesting Governing Board approval to temporarily add this position to the West Michigan Works! staffing chart. We have adequate funding in our budget to support this request.