



Governing Board Meeting
Grand Rapids NW 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: 239 338 464 126 Passcode: dYUX9R
[Download Teams](#) | [Join on the web](#) Or call in (audio only)
[+1 616-803-9815,,626013381#](#) United States, Grand Rapids
Phone Conference ID: 626 013 381#
Monday, August 28, 2023 • 8:30 a.m. – 10:00 a.m.

AGENDA

1. Call to Order and Introductions
2. Public Comment – Agenda Items
3. Approval of Minutes **Action Required**
 - a. April 24, 2023
 - b. June 26, 2023
4. Report on Financial Activities
Bob Perkins, Chief Financial Officer
 - a. ACSET Financial Report - Notes to June 2023 Board Financials **Information Item**
 - b. ACSET Financial Report - Notes to July 2023 Board Financials **Information Item**
 - c. Proposed FYE 2023 Budget Modification (*roll call: 75% affirmative vote of members present*) **Action Required**
5. West Michigan Works! (WMW) Workforce Development Board (WDB)
Solutions Driven Updates **Information Item**
Angie Barksdale, Chief Operating Officer
6. 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**
7. Other Business **Information Item**
Jacob Maas, Chief Executive Officer
 - a. West Michigan Works! (WMW) Workforce Development Board (WDB) Terms of Office
 - b. Wagner Peyser (WP) Proposed Rule
 - c. Workforce Innovation and Opportunity Act (WIOA) Federal Budget
8. Public Comment
9. Adjournment

Next Scheduled Governing Board Meeting: Monday, October 23, 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.
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. 39th 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: _____



Governing Board Meeting
Grand Rapids N.W. 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
Or call in (audio only) [+1 616-803-9815](tel:+16168039815), [74002816](tel:+16168039815)#
Phone Conference ID: 740 028 16#
Monday, June 26, 2023 • 8:30 a.m. – 10:00 a.m.

MINUTES

Governing Board Members Present: Commissioners Storey (Chairperson), Hatfield (Vice-Chairperson-virtual), De Young, Tiejema, Tony Baker, Ron Baker, Ysasi, Curran

Governing Board Members Absent: Kallman, LaGrand, Cyr, Paige, Moss, Perdue

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

Guests Present:

1. Call to Order by Chairperson Storey at 8:32a.m. Commissioner Storey requested introductions of members, staff and guests attending the meeting.
2. Public Comment- None.

No quorum for Action Items. Staff will review the items with the members present.

3. Approval of the April 24, 2023 Minutes **Action Required**
Item moved to next meeting agenda-No quorum.
4. Report on Financial Activities
 - a. ACSET Financial Report - Notes to May 2023 Board Financials **Information Item**
 Bob Perkins, Chief Financial Officer, reviewed ACSET's statement of revenue and expenditures for the eleven months ending May 31, 2023.
 - b. Proposed FYE 2023 Budget **(roll call: 75% affirmative vote of members present) Action Required**
 Bob Perkins presented the proposed budget for fiscal year ending June 30, 2023 for board consideration. Bob explained that the proposed budget modification decreases grant income and increases program income. Discussion took place and staff answered board members' questions. Bob stated that a correction is needed to the "Expenditures" section of the memo provided in the board packet. The correction should state: "Operating expenses are under the proposed budget by **1.36%**" rather than "Operating expenses are under the proposed budget by **1.6%**."
Item moved to next meeting agenda-No quorum.
5. West Michigan Works! (WMW) Workforce Development Board (WDB) **Information Item**
Member Appointment
 Jacob Maas, Chief Executive Officer, reviewed that every year, one-half of the WDB has expiring terms of office, as required in the Bylaws of the WDB. Jacob reported on behalf of the WDB Nomination Committee, designated by the Executive Committee that there are 17 board members and 1 vacancy with terms of office that expire on October 31, 2023. Staff are collecting applications for the November 1, 2023

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

through October 31, 2025 office term. In addition to these terms of office expiring, Jacob reported that there are also a couple board members that are either retiring or stepping down from the board whose terms of office expire on October 31, 2024. Staff plan to present the slate of proposed WDB members to the Governing Board for approval in October. Applications for the WDB can be submitted online at: <https://www.westmiworks.org/about-us/leadership/workforce-development-board-application/>.

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, reported that Goodwill Industries of Greater Grand Rapids and Steepletown Neighborhood Services are providers of the Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) services in Kent County. Both agencies previously entered into contracts with ACSET to provide services in accordance with WIOA beginning July 1, 2021 and ending June 30, 2022, with the option of 3 one-year extensions at ACSET's discretion. These WIOA contracts were extended for one year through June 30, 2023. Angie reviewed that a thorough contract monitoring was conducted for both service providers and that ACSET intends to negotiate new budgets for each agency once the final Youth allocations are received from the State. Angie reported that on June 12, 2023, the WDB approved ACSET's recommendation to extend both contracts for an additional one -year period through June 30, 2024.

7. 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 April 30, 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 includes 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 Barksdale reviewed that 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. Additional information is provided in board packet. ***Enhanced Relationships, Pipeline Development***

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

Angie Barksdale reviewed this grant is still in its planning stages and 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. WMW will work with Muskegon Area Intermediate School District (MAISD) and the Muskegon Public School system, on this 3-

year grant aiming 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):
Angie Barksdale reported that this grant is also in its planning stages and is a new initiative designed to reduce recidivism among justice involved citizens and increase their successful participation in employment. Additional information is provided in board packet. ***Enhanced Relationships, Diversity and Inclusion***
- iv. Michigan Incarcerated Veterans' In-Reach Program (MIVIP):
Information is provided in board packet. ***Diversity and Inclusion, Pipeline Development***
- v. MDARD Specialty Crop Grant:
Angie Barksdale reviewed that the Agribusiness Talent Council (ATC) of WMW was awarded a grant to provide funding for over \$80K of food safety and leadership training. These funds will also cover costs of production of 5 videos to market high skill, in-demand career opportunities at specialty crop grower employers in West Michigan. ***Enhanced Relationships, Pipeline Development***
- vi. Going PRO Talent Fund (FY23):
Angie Barksdale reported that additional information for Cycle 1 is provided in the packet. For Cycle 2, the online individual employer application was open from May 1-24, 2023. In total 265 applications were submitted to WMW. All applications were reviewed and submitted to the State by June 8, 2023. Cycle 2 awards are anticipated to be announced in July 2023. Awarded training may occur from July 17, 2023 – July 16, 2024. ***Enhanced Relationships, Pipeline Development***
- vii. Grand Rapids Community College's One Workforce Grant:
Information is provided in packet. ***Enhanced Relationships, Pipeline Development***
- viii. Michigan Learning and Education Advancement Program (MiLEAP):
Information is provided in packet. ***Enhanced Relationships, Pipeline Development***
- ix. 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***
- x. State Apprenticeship Expansion (SAE) – West Michigan Works!:
Information is provided in board packet. ***Enhanced Relationships, Pipeline Development***
- xi. State Apprenticeship Expansion (SAE) – Michigan Energy Workforce Development Consortium (MEWDC): Information is provided in board packet. ***Enhanced Relationships, Pipeline Development***
- xii. Sector Strategies Employer Led Collaborative Grant
Angie reported that the Michigan Department of Labor and Economic Opportunity (LEO) released a Request for Proposals (RFP) to support the development of new, or the

enhancement of existing, employer-led collaboratives throughout the state. Angie stated that \$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 and was just awarded approximately \$400K. The proposal included 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***

xiii. **Barrier Removal and Employment Success (BRES):**

Angie reported that 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 BRES grant program which started on Monday, May 22, 2023. 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 funded under this RFP 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. The application deadline is Monday, July 24, 2023, at 5pm EST. Awards will be announced on September 15, 2023. The grant period is October 1, 2023 – September 30, 2025. Angie answered board members' questions. ***Pipeline Development, Diversity and Inclusion***

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 ATC coordinated two career exploration events in May. Angie reported that the ATC is seeking additional funding to expand this event to four additional counties for 2024. The ATC hosts quarterly job fairs 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 and registration is now open. Lastly, the ATC was awarded the Michigan Department of Agriculture and Rural Development Specialty Crop Block Grant to fund food safety and leadership training funds, and video productions began this spring. Videos will be used in the future for classroom engagement activities to show various careers involved in food production. Additional information is provided in 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.**

Angie reported that the CCC was able to add three new members to the council in April, who bring a wealth of knowledge and experience and will be pivotal in moving the construction workforce forward. 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 high school and college students and job seekers through a variety of job readiness

services. Lastly, the CCC continues to represent and recognize the amazing women in the industry through Women Who Build West Michigan series. The highlights can be found on the CCC website: [Construction Careers Council | West Michigan Construction Talent Council](#). Additional information is also provided in the board packet.

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

Angie reported that DM awarded \$9,000 in scholarships to 9 deserving recipients, including four renewal applicants, who are pursuing a career in manufacturing with strong ties to the West Michigan region. The awards were given during the DM’s Leadership meeting and members were able to engage with the scholars and parents. Angie also reported that they are making plan for the next Career Readiness Conference and the role all the councils may play in the next larger conference which is under discussion by the planning committee as a follow up to the April Conference hosted by DM, The Right Place, and the Manufacturer’s Council at Miller Knoll. 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 WMHCC is 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 on August 2nd from 4-7pm. 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/>. Additional information is provided in the board packet.

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.**

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). 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. The next networking event will be held on July 17, 2023 at Spartan Innovations, and the 4th event will be at The Right Place during Tech, with the date TBD.

In addition, WMTT is reviewing proposals to support a few additional initiatives, such as the TeacherCon2023, Beer City Code sponsorship, and Speak by Design. Additional information is provided in the board packet.

vi. A brief discussion took place on tracking the success of these events and initiatives and Angie answered board members’ questions. Additional information is provided in the board packet.

Programs

- i. WMW Sponsored Registered Apprenticeships Program (WMW RAP):
Angie reported that West Michigan Works! currently holds standards for 36 US Department of Labor registered apprenticeships, with 136 active apprentices and 70 participating employers. Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***
- ii. Ascend Youth Programming:
Angie reported that 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 to launch our 6-week Youth Summer Career Readiness program. Angie reported that approximately 200 youth have applied. This program will include a work experience along with employability skills training. Youth will be paid a base wage of \$14.00 per hour, which is a \$4.00/hour increase from last year. ***Pipeline Development, Diversity and Inclusion***
- iii. MiCareerQuest:
Angie reported that 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***
- iv. HireReach:
Additional information is provided in the board packet. ***Diversity and Inclusion***
- v. Retention Solutions Network (RSN):
Additional information is provided in the board packet. ***Enhanced Relationships, Diversity and Inclusion***
- vi. Learn, Earn and Provide (LEAP) Pilot:
Angie reported that this pilot program is aimed to assist non-custodial parents in obtaining and maintaining employment in getting back on track with child support payments. The pilot takes place in close partnership with Muskegon County Friend of the Court and includes both voluntary referrals and mandated participation. Angie also reported that LEAP has expanded to Allegan County and that participant referrals began in mid-June. ***Pipeline Development, Diversity and Inclusion***
- vii. Clean Slate:
Additional information is provided in the board packet. ***Diversity and Inclusion***

Initiatives

- i. Grow with Google:
Additional information is provided in the board packet. ***Pipeline Development***
- ii. Michigan Economic Development Corporation (MEDC) Talent Action Team (TAT) Electric Vehicle (EV) & Mobility Pilot:
Angie reported that based on conversations to-date, WMW has received 36 referrals who may potentially be interested in this program, and 3 employers from Ottawa County,

participating in the grant. Additional information is provided in the board packet.

Enhanced Relationships, Pipeline Development

- iii. Hot Jobs! Report: Information is provided in the board packet. The Hot Jobs Report can be accessed on the WMW website or by clicking [here](#). ***Pipeline Development***

8. 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, six (6) separations, and one (1) promotion/transfer.
- b. ACSET Operations Staffing **Information Item**
Laura Krist reported that ACSET currently has 210 out of 240 positions filled, and 2 temporary positions filled.
- c. Update to Staffing Chart **Action Required**
Laura Krist reported that current Procurement Manager has submitted her resignation to take place December 2023. Laura reported staff would like to interview and potentially hire a replacement for this position in the next couple of months. Laura reported filling this position prior to the actual separation date of the current manager will allow adequate time to prepare and train the new candidate to take over this management position in December. Discussion took place and staff answered board members' questions.

Item moved to next meeting agenda-No quorum.

9. Wagner Peyser (WP) Proposed Rule **Information Item**
Jacob Maas, Chief Executive Officer, reported there is currently no definitive on the final ruling for Wagner Peyser. Jacob reported that in June the Department of Labor (DOL) announced that the final rule was being pushed back until August 2023. Jacob did note that President Biden's nominee for Secretary of the Department of Labor, Julie Su, was recently in front of the House Education & Workforce Committee, in which Su said her staff would work on a number of workforce-related issues. Jacob thanked board members and congressional members for their support over the past year. Discussion took place and Jacob answered board members' questions.

10. Other Business- None. **Information Item**

11. Public Comment- None.

12. Adjournment at 9:43 a.m. by Chairperson Storey.

Recorded by: _____ Received by: _____

**ADMINISTRATIVE OFFICE**

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

SERVICE CENTERS**Allegan County**

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

Barry County

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

Ionia County

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

Kent County

121 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: Bob Perkins, Chief Financial Officer

DATE: August 28, 2023

RE: June 2023 Board Financials

Revenue

Revenues for the Twelve months ending June 30, 2023, total \$36.2M which is \$2.596M higher than last year's revenue. The increase is due mainly to the Going Pro Talent Fund which increased by \$2,471 million over the previous year.

Expenditures

Operating expenses are under budget by 1.43%.

- Transportation costs are up by \$75K due to an increase in training and conference costs incurred during the current year vs the previous year. The previous year had less travel due to COVID.
- Outside Services are down by \$365K. 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 \$55K, and DeVos – Hire Reach had \$49K. The ES (Wagner Peyser) had a net reduction of \$404K. There were increases in WIOA of \$136K, Going Pro Talent Fund (GPTF) of \$71K and MI Career Quest of \$44K.
- Other expenses are up by \$157K when compared to last year. There was an increase in the WIOA Funds of \$71K, MI Career Quest of \$44K, and PATH Funds of \$26K. The remainder is from various funds.

Subcontractor expenses are down by \$300K compared to the prior year.

Decrease in youth spending YTD of \$187K, Future of Work ended in the prior year with \$81K of subcontractor expenses, Clean Slate decreased by \$105K due to ending the program. There was an increase in Michigan Learning & Education Advancement Placement of \$70K.

Training expenses increased by \$1.785M over the previous year. This is due to the increase in training related to the Going Pro Talent Fund (GPTF) of \$1.459M and an increase of \$389K in Michigan Learning & Education Advancement Program, increase of \$300K in WIOA, and a decrease in Trade of \$90K, decrease in BRES of \$99K and not funding DW Neg in the current year of \$175K.

Direct Client Expenses are greater than last year by \$780K due to an increase in spending in Path of \$647K, State Apprenticeship (MIRAIN, MIYARN, and MEWDC) of \$355K, and WIOA of \$53K. There was a reduction of \$126K from Community Ventures Funding that was not renewed in the current year and a decrease in BRES of \$78K, and a decrease in Going Pro Apprentice of \$87K. The difference is due to timing.

Area Community Services Employment and Training Council
Michigan Works Agency Programs
Statement of Revenue & Expenses
For the Twelve Months Ending June 30, 2023

	YTD Thru June 2023 Actual	YTD Thru June 2022 Actual	YTD 2022/2023 Budget Mod #1	Budget Variance	Budget Variance %
Total Revenue	<u>\$ 36,200,778</u>	<u>\$ 33,605,230</u>	<u>\$ 40,733,000</u>	<u>\$ (4,532,222)</u>	<u>-11.13%</u>
Expenses					
Operating Expenses					
Wages	\$ 11,113,954	\$ 10,763,794	11,400,000	\$ 286,046	2.51%
Fringe Benefits	3,913,847	3,843,143	4,037,000	123,153	3.05%
Consumable supplies	1,123,737	1,187,011	1,000,000	(123,737)	-12.37%
Transportation	158,042	82,535	185,000	26,958	14.57%
Outside services	941,869	1,206,520	901,000	(40,869)	-4.54%
Space and communications	1,702,785	1,745,914	1,767,000	64,215	3.63%
Equipment rent and maint	50,286	64,620	55,000	4,714	8.57%
Equipment purchases	193,251	182,920	300,000	106,749	35.58%
Other expense	713,362	562,307	556,000	(157,362)	-28.30%
Total operating expense	<u>19,911,133</u>	<u>19,638,764</u>	<u>20,201,000</u>	<u>289,867</u>	<u>1.43%</u>
 Subcontractors	 \$ 702,623	 \$ 1,003,712	 \$ 895,000	 \$ 192,377	 21.49%
 Training	 \$ 13,187,365	 \$ 11,402,463	 \$ 17,287,000	 \$ 4,099,635	 23.72%
 Direct Client Expenses	 \$ 2,399,657	 \$ 1,560,291	 \$ 2,350,000	 \$ (49,657)	 -2.11%
	<u>\$ 16,289,645</u>	<u>\$ 13,966,466</u>	<u>\$ 20,532,000</u>	<u>\$ 4,242,355</u>	<u>20.66%</u>
Total Expenses	<u>36,200,778</u>	<u>33,605,230</u>	<u>40,733,000</u>	<u>4,532,222</u>	<u>11.13%</u>
 Excess of Revenue over Expense	 <u>-</u>	 <u>-</u>	 <u>-</u>	 <u>-</u>	 <u>0.00%</u>

Unaudited



ADMINISTRATIVE OFFICE

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

SERVICE CENTERS

Allegan County

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

Barry County

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

Ionia County

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

Kent County

121 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: Bob Perkins, Chief Financial Officer

DATE: August 28, 2023

RE: July 2023 Board Financials

Revenue

Revenues for the one month ending July 31, 2023, total \$3.1M which is 3.11% over budgeted revenue and \$596K over prior year revenue.

Expenditures

Operating expenses are under the proposed budget by 1.24%.

Consumable supplies are up by \$75K due to an increase in spending mainly in the WIOA and PATH funds.

Other Expenses were down by \$98K when compared to the prior year due to the timing of the expenditure of \$98K from the Capacity Building Fund.

Training expenses are over budget by \$150K. This is due to timing differences between the prior year and the current year expenditures.

Area Community Services Employment and Training Council
Michigan Works Agency Programs
Statement of Revenue & Expenses
For the One Month Ending July 31, 2023

	YTD Thru July 2023 Actual	YTD Thru July 2022 Actual	YTD 2023/2024 Budget	Budget Variance	Budget Variance %
Total Revenue	<u>\$ 3,131,816</u>	<u>\$ 2,535,304</u>	<u>\$ 3,037,326</u>	<u>\$ 94,490</u>	<u>3.11%</u>
Expenses					
Operating Expenses					
Wages	\$ 910,633	\$ 861,709	932,338	\$ 21,705	2.33%
Fringe Benefits	348,961	309,078	343,074	(5,887)	-1.72%
Consumable supplies	114,382	38,716	103,486	(10,896)	-10.53%
Transportation	6,212	5,944	9,892	3,680	37.20%
Outside services	40,604	27,776	55,958	15,354	27.44%
Space and communications	138,985	145,476	147,523	8,538	5.79%
Equipment rent and maint	1,373	2,452	667	(706)	-105.85%
Equipment purchases	11,453	-	6,000	(5,453)	-90.88%
Other expense	42,170	139,778	36,072	(6,098)	-16.91%
Total operating expense	<u>1,614,773</u>	<u>1,530,929</u>	<u>1,635,010</u>	<u>20,237</u>	<u>1.24%</u>
Subcontractors	\$ 49,091	\$ 45,263	\$ 54,183	\$ 5,092	9.40%
Training	\$ 1,238,614	\$ 731,990	\$ 1,089,072	\$ (149,542)	-13.73%
Direct Client Expenses	<u>\$ 229,338</u>	<u>\$ 227,122</u>	<u>\$ 259,061</u>	<u>\$ 29,723</u>	<u>11.47%</u>
	<u>\$ 1,517,043</u>	<u>\$ 1,004,375</u>	<u>\$ 1,402,316</u>	<u>\$ (114,727)</u>	<u>-8.18%</u>
Total Expenses	<u>3,131,816</u>	<u>2,535,304</u>	<u>3,037,326</u>	<u>(94,490)</u>	<u>-3.11%</u>
Excess of Revenue over Expense	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>

Unaudited

**ADMINISTRATIVE OFFICE**

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

SERVICE CENTERS**Allegan County**

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

Barry County

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

Ionia County

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

Kent County

121 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: Bob Perkins, Chief Financial Officer

DATE: August 28, 2023

RE: Proposed FYE 2023 Budget – Second Modification

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

Revenue

The proposed 2022-2023 budget modification decreases grant income by \$3,868,000 and increases program income by \$130,000 as a reflection of the following expenditure budget changes.

Expenditures

Operating cost categories are being adjusted to reflect anticipated spending and are decreasing by a net \$6,000. Other Expenses are increasing by \$184,000. 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 \$3,727,000 due to the completion timing of the GPTF awards.

Subcontracted costs are decreasing by \$95,000 because of lower than anticipated costs in WIOA Youth. Goodwill and Steepletown expenditures are less than contracted for the period.

Direct client expenditures are increasing by \$90,000 because 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	\$ 36,845,000	\$ (3,868,000)
Program income	20,000	150,000	130,000
TOTAL REVENUE	\$ 40,733,000	\$ 36,995,000	\$ (3,738,000)
EXPENDITURES			
Operating costs:			
Wages	\$ 11,400,000	\$ 11,200,000	\$ (200,000)
Fringe	4,037,000	3,950,000	(87,000)
Consumables	1,000,000	1,175,000	175,000
Transportation	185,000	165,000	(20,000)
Outside Services	901,000	960,000	59,000
Space & Communications	1,767,000	1,750,000	(17,000)
Equipment Rent & Maintenance	55,000	55,000	-
Equipment Purchases	300,000	200,000	(100,000)
Other Expenses	556,000	740,000	184,000
Total Operating Costs	20,201,000	20,195,000	(6,000)
Subcontracted program costs	895,000	800,000	(95,000)
Training costs	17,287,000	13,560,000	(3,727,000)
Direct client expenditures	2,350,000	2,440,000	90,000
Total Expenses	\$ 40,733,000	\$ 36,995,000	\$ (3,738,000)
Net Change in Fund Balance	\$ -	\$ -	\$ -

**ADMINISTRATIVE OFFICE**

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

SERVICE CENTERS**Allegan County**

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

Barry County

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

Ionia County

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

Kent County

121 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: West Michigan Works! Staff

DATE: August 28, 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

Early Childhood Education (ECE) Registered Apprenticeships: The Early Childhood Investment Corporation's (ECIC) Childcare Investment Fund awarded West Michigan Works! \$120,000 to convene leaders to develop solutions that will help finance, provide educational support, and increase compensation for jobseekers who want to become early childhood educators. Under this 1-year grant, West Michigan Works! Plans to convene early childhood education stakeholders across our region to develop and launch a plan that will bolster the early childhood educator pipeline. ***Enhanced Relationships, Pipeline Development***

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. Six of the eight participants successfully completed the first cohort.

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***

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: 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***

Barrier Removal and Employment Success (BRES) Expansion: 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. *Update:* to ensure equity in access to funding opportunities, the Michigan Department of LEO, Workforce Development has discontinued the Request for Proposals (RFPs) published on May 22, 2023, for the Barrier Removal for Employment Success program. No awards were granted. We anticipate a new RFP to be released in the future. ***Pipeline Development, Diversity and Inclusion***

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 June 30, 2024. 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. ***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. ***Enhanced Relationships, 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:

The Michigan Department of Labor and Economic Opportunity announced the award of \$64,792,406 to 1,103 employers for the Going PRO Talent Fund (GPTF) for fiscal year 2023. West Michigan Works! employer awards are outlined below:

- Cycle 1: 68 employers received a total of \$17,463,904.00. Awarded training may occur from February 1, 2023 – January 31, 2024.
- Cycle 2: 68 employers received a total of \$3,697, 712. Awarded training may occur from July 17, 2023 - July 16, 2024.

A full list of grant recipients statewide for Cycle 1 is available online at Michigan.gov/TalentFund. ***Enhanced Relationships, Pipeline Development***

Sector Strategies Employer Led Collaborative Grant

West Michigan Works was awarded a \$406,472 Sector Strategies Employer Led Collaborative (ELCs) Grant from the Michigan Department of Labor and Economic Opportunity in July 2023 to support the development of new, or enhance existing, employer-led collaboratives throughout the state. This is a two-year grant ending September 30, 2025. Grant funds will allow WMW to maximize impact of our existing employer-led Industry Talent Councils through. With the funding, WMW proposes to increase capacity of the councils by hiring a 1.0 FTE Project Coordinator to assist all five WMW 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 and a summer camp for the construction industry. ***Enhanced Relationships, Diversity and Inclusion***

Michigan Statewide Targeted Apprenticeship Inclusive and Readiness System (MiSTAIRS)

West Michigan Works! received \$324, 625 in funding from the Department of Labor and Economic Opportunity to support the continuation of development and implementation of comprehensive strategies to support RA expansion; engage industry and workforce intermediaries, employers, and other partners to expand and market RA to new sectors and underserved populations; enhance capacity to conduct outreach and work with employers to start new programs; and expand and diversify participation in RA through innovations, incentives, and system reforms. WMW will target underrepresented populations for direct enrollment and completion of RAP. The funding will be available July 2, 2023 through June 30, 2025.

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 has requested funds from Michigan Department of Agriculture and Rural Development (MDARD) to create short, engaging videos highlighting occupations in the industry and to develop curriculum for employers visiting a classroom of 6-9th graders for 1 hour of activities. If approved, the ATC would also look into certifying the curriculum to meet state or national standards for education. The ATC project, Spotlight on Ag Readers (SOAR), received funding from Farm Bureau to purchase books and resources for employers and partners to visit 42 classrooms in 2024. The ATC hosts quarterly job fairs for opportunity populations, in partnership with regional and state partners who serve these populations. The next event is scheduled November 9th and will be held at the WMW SE Service Center.

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 is working on several projects that focus on their "train" strategy. Projects include partnering with the City of Grand Rapids on training and employment for a lead abatement program and planning a "Before the Jobsite" model in which employers will help prepare students and job seekers for pre-employment activities such as resume building and interview preparation. Additionally, the council continues to represent and recognize women in the construction 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.

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

DM has formed a process workgroup that has made strides toward developing improvements for the council's flagship event, Discover Manufacturing Week, which will be November 6 -10, 2023. The changes are designed to help streamline the process, putting less stress on educational champions, while increasing the effectiveness of communication to employers. Project planning for multiple approved projects have been under development including redesigning activities in

a Mobile Manufacturing Lab owned by Grand Rapids Community College, monitoring inquiries and outcomes for Adopt-A-School, planning for a Career Readiness Event in 2024, and developing an online Earn and Learn directory.

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. WMHCC held a family friendly, career fair carnival at the GRCC M-TEC center on August 2nd. 13 employers and 19 total exhibitors attended the event and had the opportunity to speak to over 250 job seekers. Employers anticipate hiring over 50 job seekers as a result of this event. There were many positive comments made by attendees. 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 is led by a WMW Apprenticeship Success Coordinator. The long term goal will be to create a program focused on entry-level/new-to-cyber career paths. WMTT continues hosting a series of networking events focused 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. The next event will be held in collaboration with The Right Place during Tech Week September 20 and 21 including, lightening talks on diversifying the tech talent pipeline with local partners and a panel presentation on "Attracting & Retaining Talent in the Work-From-Home Era." WMTT has also recently approved a Speak by Design training that will help employers advance strategic communications skills for employees in key roles including technologists and 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, including:

- Recently completed 21 apprentices in our Medical Assistant Registered Apprenticeship Program (MARAP). This was the 7th cohort of MARAP.
- Three new RAPs 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. The Ascend Summer Career Readiness Program wrapped up a successful season of summer work experiences with a total of 85 youth attending programming. With cuts to funding for this program, we were happy to only see a decrease of 3 youth served between this year and last year. We were also happy to see stability in youth served as we made a transition to providing 100% in-person work experience. The Ascend program will debrief for continuous improvement, and transition to year-round activities including recruitment, outreach, and youth retention through quality career coaching and services. ***Pipeline Development, Diversity and Inclusion***

MiCareerQuest: MiCareerQuest is a Career Exploration Experience for middle and high school students. We are excited to announce that MiCareerQuest 2024 will take place on March 27, 2024 with March 28, 2024 as a back-up. Planning with the Steering and ISD Committees will begin at the end of September. Preparations for the event have already begun with fundraising, timeline planning, and curriculum development for our region's schools. ***Pipeline Development***

HireReach: HireReach provides instruction and consulting to businesses interested in implementing skills-based hiring. HireReach continues to offer an Academy to 7 businesses in Kalamazoo in partnership with WE Upjohn and Southwest Michigan Works!. The HireReach team is also recruiting for a grant-funded academy in Kent County. This academy will host 6 Kent County employers. The HireReach team has also engaged in strategic planning for the next three years. We plan to have a draft plan by the end of August. ***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. With RSN at full staff, the team is now focusing on continuous improvement and growth for the program. We have retained 10 employer partners with a total of 32 shares and a retention rate of 74%. ***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. This program is now also fully implemented in Allegan. ***Pipeline Development, Diversity and Inclusion***

Initiatives

MEDC TAT EV & Mobility Pilot: The Michigan Economic Development Corporation (MEDC) Talent Action Team (TAT) is collaborating with West Michigan Works! to bring together industry, higher education, training, and recruitment program partners to support the need for workers in the Electronic Vehicle (EV) industry. West Michigan Works! has received \$1M to support the hiring needs of two local EV employers, with the potential of other employers to be added. 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***

ACSET Personnel Actions – August 18, 2023

CLASS	EMPLOYEE	APPOINTMENT	DATE	LOCATION
Appointments				
<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Accounting Assistant	Resa Nagayama	Permanent	7/31/23	Grand Rapids NW
Assistant Manager	Guthrie Collins	Permanent	7/6/23	Grand Rapids NW
Business Solutions Representative	Brandon Dellaposta	Permanent	6/20/23	Ottawa
	Ricky Hatfield		6/26/23	Grand Rapids NW
Career Coach	Elizabeth Garza-Urbina	Permanent	7/5/23	Ottawa
	Julia Majewski		8/7/23	Grand Rapids SE
Career Navigator	Melody DeJohn	Permanent	7/5/23	Montcalm
Separations				
<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Separation Date</u>	<u>Location</u>
Accounting Supervisor	Lisa Tabaczka	Permanent	7/21/23	Muskegon
Business Solutions Manager	Joseph Thiry	Permanent	8/10/23	Grand Rapids NW
Career Coach	Victoria Smith	Permanent	6/30/23	Grand Rapids NW
Career Navigator	Anyelin Vasquez-Lopez	Permanent	6/30/23	Grand Rapids SE
Quality Assurance Specialist	Guadalupe Moreno	Permanent	8/4/23	Grand Rapids NW
Project Manager	Robel Rezene	Permanent	7/21/23	Grand Rapids SE
Promotions/Transfers				
<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Business Solutions Manager to Project Manager	Richelle Smith	Permanent	7/24/23	Grand Rapids NW
Assistant Manager to Business Solutions Manager	Olivia Blomstrom	Permanent	7/24/23	Grand Rapids NW

Current

June 2023

CLASSIFICATION	Approved	Filled (Permanent)	Filled (Other)	Vacant
Accountant	4	2	0	2
Accounting Assistant	5	4	0	1
Accounting Manager	1	1	0	0
Accounting Supervisor	1	0	0	1
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	1	0	1
Business Solutions Representative	17	14	0	3
Career Coach	54	49	0	5
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	9	0	1

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
TOTALS	240	212	0	28

CLASSIFICATION	Filled
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

Ionia County

603 W Adams St
Ionia, 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: August 28, 2023

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

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 positions and title change would be appropriate:

Procurement Manager (Temporary) – tabled from June 26, 2026

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.

Project Coordinator – add 1 position

With the receipt of the Sector Strategies Employer Led Collaborative (ELCs) Grant from the Michigan Department of Labor and Economic Opportunity, we have found that we are in need of a project coordinator to handle the additional responsibilities that come with this grant. This coordinator position would work within our Business Solutions Department and would support our existing employer-led Industry Talent Councils.

Change Job Titles

The Project Coordinator position would be a new job title on our staffing chart. The responsibilities of this new position would be closely aligned with two other job titles that we currently have on our chart – our Business Solutions Coordinator and our Policy Coordinator. The pay grade of this new job title would also be the same as these two existing positions. With that in mind, we are requesting to consolidate these two existing job titles under the title of Project Coordinator and move the existing staff under this new job title.

Business System Analyst – add 1 position

Over the past several years we have expanded our work by providing virtual services, and our internal operations have shifted to more virtual systems and electronic documentation. With this increase we have a growing need for someone who is knowledgeable in system development to help us strategically implement and integrate these systems as well as modify and adjust systems as business processes evolve. Until now we have relied on contract service providers to assist us with this. As this need continues to grow, we believe an internal staff person who is knowledgeable about our organization will provide more consistent results and will be more cost effective in the long run.

Action:

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